

# PUBLIC NOTICE

## THE MAXWELL CITY COUNCIL WILL HOLD A REGULAR COUNCIL MEETING ON WEDNESDAY, FEBRUARY 7, 2024, AT 6:00 PM AT MAXWELL CITY HALL, 107 MAIN STREET, MAXWELL, IA

The City of Maxwell invites residents to join this city council meeting via a conference call. If you would like to participate, you must call 844-855-4444 and enter this access code: 843508 no earlier than 5 minutes prior to the meeting.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CITIZENS' FORUM
  - a. SUE LOGSDON
5. DEPARTMENTAL REPORTS
  - a. SHERIFF
  - b. FIRE DEPT
  - c. EMS DEPT
  - d. LIBRARY
  - e. PUBLIC WORKS
  - f. CITY CLERK
  - g. ENGINEER
  - h. PARKS AND OPEN SPACES BOARD
6. PUBLIC HEARING
  - a. DISCUSSION AND ACTION ON RESOLUTION 2024-03 APPROVING PROPOSED AMENDMENT #1 TO THE FISCAL YEAR 2023-2024 BUDGET
7. BUSINESS
  - a. DISCUSSION AND ACTION ON NEW PLAYGROUND EQUIPMENT DONATION – KATHY SMITH
  - b. DISCUSSION AND ACTION ON ATTORNEY CONTRACT
  - c. DISCUSSION AND ACTION ON SAFE BUILDING SERVICES CONTRACT
  - d. DISCUSSION AND ACTION ON BETTERMENT AWARD
  - e. DISCUSSION AND ACTION ON GIS MAPPING
  - f. DISCUSSION AND ACTION ON PRINTER PROPOSAL
  - b. MOTION TO APPROVE STATE MANDATED POLICIES FOR CDBG PROJECT
    - i. RESOLUTION 2024-05 A RESOLUTION ADOPTING A CODE OF CONDUCT
    - ii. EQUAL OPPORTUNITY POLICY
    - iii. EXCESSIVE FORCE POLICY
    - iv. RESOLUTION 2024-06 A RESOLUTION ADOPTING PROCUREMENT POLICY
    - v. RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
    - vi. FAIR HOUSING POLICY
  - g. SET PUBLIC HEARING FOR PROPERTY TAX LEVY
8. COUNCIL AND MAYOR REPORTS
  - a. GAST
  - b. PHILPOTT
  - c. WESTENDORF
  - d. MILLER
  - e. JANS
  - f. HIGGINS
9. CONSENT AGENDA
  - a. APPROVAL DECEMBER 2, 2024 MINUTES
  - b. APPROVAL JANUARY 2, 2024 MINUTES
  - c. APPROVAL JANUARY 8, 2024 MINUTES
  - d. APPROVAL JANUARY 16, 2024 MINUTES
  - e. APPROVAL JANUARY 31, 2024 MINUTES
  - f. APPROVAL CURRENT BILLS AS PRESENTED
10. ADJOURN

## Feb Fire Report

Anthony Ness <tnyness@gmail.com>

Tue 2/6/2024 3:56 PM

To:Cityof Maxwell <cityofmaxwell@hotmail.com>

# of calls - 6 with 52 people

City -1

Indian - 2

Washington - 2

Mutual Aid - 1

injuries or accidents - none

any maintenance - no

special events - trying to get new people into firefighter 1 class

anything the city needs to do - no

**Date: 02-05-24**

**For Calls From: 01-01-24**

**To: 01-31-24**

**Total EMS page outs for Maxwell: 14**

**Pages Maxwell responded to: 16**

**Avg Certified EMS Personnel Per Call: 1-4**

**Fireperson's to Assist: 2**

**City of Maxwell: 4**

**Indian Township: 6**

**Washington Township: 4**

**EMS Monthly Meeting/Training Attendance: 11**

**Monthly Truck Check Complete? Yes      If no, why not?**

**Monthly CQI Completed? Completed by SCMC**

**Vehicle Maintenance Needing Done? None**

**Anything needed from the City Council? Joel and I are in the process of writing the new ordinance for combining units.**

**Notes: Looking into grant money from IDPH.**

## Feb Public Works

Anthony Ness <tnyness@gmail.com>

Tue 2/6/2024 4:04 PM

To:Cityof Maxwell <cityofmaxwell@hotmail.com>

### Streets

-nothing new, please no more snow!!!

-no DOT sale scheduled as of right now, snow plow trucks on old sales have gone from \$10k up to \$30k

### Parks

- new swing set is here

### Water

-pumped 1,570,613 gallons

-sold 1,160,891 gallons

### Sewer

-pumped 2,788,358 gallons

-Scott should be able to test for Wastewater Grade 1 this month

### Cemetery

-working on getting price for mowing equipment

**City Clerk  
February 2024**

**Miscellaneous Information:**

- We are waiting for the Sheriff's Office to get back to us on the yardwaste ordeal
- We have had to contact Windstream 5 times with a possible 6<sup>th</sup> about a charge that started in December. I have been on the phone for a total of 6 hours. I have not received confirmation that it has been resolved which they were supposed to send. They are charging us \$93.98 a month that they can't explain but won't take it off the bill.
- Working on the FEMA Snow Event, with any luck we will get money from it.
- We still have 5 signatures for the yardwaste affidavit left to be returned.
-

TREASURER'S REPORT  
CALENDAR 1/2024, FISCAL 7/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	189,594.83	26,819.72	36,774.58	2,942.82	182,582.79
004 EMS DEPT TRUST	282.56	.00	.00	.00	282.56
005 FIRE DEPT TRUST	36,550.39	.00	.00	.00	36,550.39
008 LIBRARY TRUST	23,048.56	.00	.00	.00	23,048.56
016 WASHINGTON TWSHP TRUST	154,050.50	38,390.04	.00	.00	192,440.54
019 EMERGENCY TRUST	49,938.28	.00	.00	.00	49,938.28
110 ROAD USE TAX	144,004.16	10,055.97	3,335.50	634.41	151,359.04
111 I-JOBS	1,114.35	.00	.00	.00	1,114.35
112 EMPLOYEE BENEFITS	17,254.17	30.63	.00	.00	17,284.80
119 EMERGENCY FUND	4,513.78	11.10	.00	.00	4,524.88
120 UTILITY FRANCHISE	147,173.84	.00	.00	.00	147,173.84
121 LOCAL OPTION SALES TAX	443,860.10	11,526.04	.00	.00	455,386.14
125 TAX INCREMENT FINANCING	119,675.15	.00	.00	.00	119,675.15
126 OWEN TIF DISTRICT	3,186.07-	.00	.00	.00	3,186.07-
129 ARP FUNDS	310.91	.00	.00	.00	310.91
150 ARPA	135,168.82	.00	.00	.00	135,168.82
170 FEMA	.00	.00	.00	.00	.00
171 MAY 2013 FLOOD/HAIL	.00	.00	.00	.00	.00
172 2014 FEMA BUYOUT	.00	.00	.00	.00	.00
200 DEBT SERVICE	51,987.19	131.10	.00	.00	52,118.29
301 CAPITAL PRJCT FUND - ST	65,062.00	.00	9,925.00	.00	55,137.00
302 CAPITAL FUND PRJCT-STOR	2,158.50-	.00	.00	.00	2,158.50-
303 FEMA WIND DISASTER 2020	.00	.00	.00	.00	.00
305 REMOVAL OF TREES	1,750.00-	.00	.00	.00	1,750.00-
600 WATER	136,491.03	12,833.69	11,033.43	1,811.49	140,102.78
610 SEWER	82,806.36	25,905.35	10,632.91	1,811.36	99,890.16
611 2015 SEWER REHAB	35,924.29	.00	.00	.00	35,924.29
612 WWTP FACILITY	.00	.00	.00	.00	.00
625 SEWER LOANS	84,922.94	.00	.00	.00	84,922.94
Report Total	1,916,639.64	125,703.64	71,701.42	7,200.08	1,977,841.94

BUDGET REPORT
CALENDAR 2/2024, FISCAL 8/2024

PCT OF FISCAL YTD 66.6%

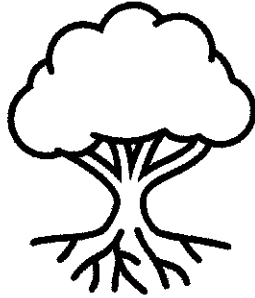
Table with columns: ACCOUNT NUMBER, ACCOUNT TITLE, TOTAL BUDGET, MTD BALANCE, YTD BALANCE, PERCENT EXPENDED, UNEXPENDED. Rows include categories like POLICE TOTAL, PUBLIC SAFETY TOTAL, ROADS, BRIDGES, SIDEWALKS TOTA, PUBLIC WORKS TOTAL, HEALTH & SOCIAL SERVICES TOTA, CULTURE & RECREATION TOTAL, COMMUNITY & ECONOMIC DEV TOTA, and GENERAL GOVERNMENT TOTAL.

**BUDGET REPORT**  
**CALENDAR 2/2024, FISCAL 8/2024**

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	.00	.00	.00
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	95,341.00	.00	.00	.00	95,341.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	95,341.00	.00	.00	.00	95,341.00
	EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	1,600,000.00	.00	40,375.00	2.52	1,559,625.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	1,600,000.00	.00	40,375.00	2.52	1,559,625.00
	WATER TOTAL	144,210.00	.00	114,589.00	79.46	29,621.00
	SEWER/SEWAGE DISPOSAL TOTAL	347,020.00	.00	137,750.96	39.70	209,269.04
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	ENTERPRISE FUNDS TOTAL	491,230.00	.00	252,339.96	51.37	238,890.04
	TRANSFERS IN/OUT TOTAL	682,479.00	46,380.00	157,903.17	23.14	524,575.83
	GENERAL REVENUES TOTAL	.00	.00	.00	.00	.00
	TRANSFER OUT TOTAL	682,479.00	46,380.00	157,903.17	23.14	524,575.83
	TOTAL EXPENSES BY FUNCTION	3,549,550.00	46,380.00	898,966.01	25.33	2,650,583.99





## **Maxwell Parks and Open Spaces Board Report**

**January 8, 2024**

The Maxwell Parks and Open Spaces Board met December 14, 2023, 2023. Three members attended, Jody, Erin and Deb (this is not a quorum, so no votes could be taken). Erin let us know that she would not continue to serve on this Board due to outside circumstances, but does want to be contacted to participate in any activities.

Members of the Board discussed continuing projects:

The City Council approved amendments to the City Code – chapters 24, 25, and 151, after public hearing at the November City Council meeting; and a Maxwell Tree Management Plan was approved and adopted. Publication will be on December 7, 2023, so the amendments went into effect on December 7.

The City received approval as a ‘Tree City USA’ from the DNR and that recommendation has been forwarded onto The Arbor Day Foundation for approval.

SCCF Grant – We were awarded this grant, and a contract with Borland Recreation from Marshalltown and the contract has been delivered to Borland.

Meetings of the Community Visioning Committee have begun. The meetings with the CM High School and Middle School students were held in December, 2023. The next step is to begin community group meetings. So be prepared to participate!

The Maxwell class of 1966 has requested the Board to pick a location for a memorial bench in the City Park. We reviewed this request and suggested near the binvillion area or near the horseshoe pitch. Materials could be either metal covered with plastic or concrete.

We have applied for a grant from Alliant Energy to plant 12 trees. We have not yet heard word on this grant.

The need for Dog Park exercise equipment was discussed, with no conclusion reached. We still need to try to keep people from driving around the dog park area and wrecking the grass. We also noted the need to repaint the animal silhouettes on the fences.

Jody attended a meeting with the Story County Conservation Commission working on the Heart of Iowa trail upgrades. The tentative conclusion was that the trail to be paved by SCCC would run along the north side of the "prairie" (south side of the old RR ROW) and then up on the railroad ROW after crossing HWY210 headed east. This will avoid a number of traffic conflicts with streets, Legion Park activities, and the highway. We could then pursue grants for upgrades to the trail that goes to the City Park and downtown, including better signage indicating attractive features of our Park and business district.

Small projects we hope to complete this calendar year are: a few more garbage can locations – such as at the cemetery; and continuing to work with Story County Conservation for improvements along the bike trail. There is a broken (hazardous) board on the City Park bridge.

A fun note: there is a beaver dam underneath the bike trail bridge in the City Park.

The next Board meeting will be held January 9, 2024 to discuss budget.

Respectfully submitted,

Jody Gast, Chair

**RESOLUTION NO. 2024-03**

**RESOLUTION APPROVING THE CITY'S PROPOSED  
AMENDMENT #1 TO THE FISCAL YEAR 2023-2024 BUDGET**

**WHEREAS**, the City Council of Maxwell, Iowa has prepared amendment #1 to the Annual Budget for Fiscal Year 2023-2024; and

**WHEREAS**, the City did hold a public hearing regarding this proposed budget amendment on February 7, 2024, at 6:00 PM at the Maxwell City Hall, at 107 Main St, Maxwell, Iowa.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Maxwell, Iowa, approval of budget amendment #1 for Fiscal Year 2023-2024.

**BE IT FURTHER RESOLVED**, by the Maxwell City Council of the City of Maxwell, Iowa, that the Mayor and City Clerk/Treasurer are hereby authorized and directed to execute said resolution.

**RESOLUTION 2024-04 PASSED** by the City Council this 7th day of February 2024, and the Mayor declares the same to be approved and enacted upon passage.

Motion to adopt:

Seconded by:

Roll Call Vote: Gast \_\_\_\_ Philpott \_\_\_\_ Westendorf \_\_\_\_ Miller \_\_\_\_ Jans \_\_\_\_

ATTEST:

\_\_\_\_\_  
Dale Higgins, Mayor

\_\_\_\_\_  
Deb Hayes, City Clerk

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

City of MAXWELL

Fiscal Year July 1, 2023 - June 30, 2024

The City of MAXWELL will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024

**Meeting Date/Time:** 2/7/2024 06:00 PM

**Contact:** Deb A Hayes

**Phone:** (515) 387-8655

**Meeting Location:** 107 Main St, Maxwell, IA 50151

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	387,741	0	387,741
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	387,741	0	387,741
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	0	0	0
Other City Taxes	6	171,952	0	171,952
Licenses & Permits	7	8,960	0	8,960
Use of Money & Property	8	2,760	0	2,760
Intergovernmental	9	485,946	0	485,946
Charges for Service	10	559,550	0	559,550
Special Assessments	11	0	0	0
Miscellaneous	12	2,300	1,945	4,245
Other Financing Sources	13	972,000	0	972,000
Transfers In	14	682,479	26,000	708,479
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>3,273,688</b>	<b>27,945</b>	<b>3,301,633</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	168,040	0	168,040
Public Works	17	167,010	67,230	234,240
Health and Social Services	18	2,000	0	2,000
Culture and Recreation	19	166,900	1,945	168,845
Community and Economic Development	20	21,500	0	21,500
General Government	21	155,050	26,000	181,050
Debt Service	22	95,341	0	95,341
Capital Projects	23	1,600,000	0	1,600,000
Total Government Activities Expenditures	24	2,375,841	95,175	2,471,016
Business Type/Enterprise	25	491,230	11,371	502,601
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>2,867,071</b>	<b>106,546</b>	<b>2,973,617</b>
Transfers Out	27	682,479	26,000	708,479
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>3,549,550</b>	<b>132,546</b>	<b>3,682,096</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>-275,862</b>	<b>-104,601</b>	<b>-380,463</b>
Beginning Fund Balance July 1, 2023	30	1,385,219	0	1,385,219
<b>Ending Fund Balance June 30, 2024</b>	<b>31</b>	<b>1,109,357</b>	<b>-104,601</b>	<b>1,004,756</b>

**Explanation of Changes:** Remodel carried from previous year, increase of water main breaks, library remodel, road repairs. Revenue from donations and reserve funds

**Next meeting/Question - PM Grant**

Smith, Kathie <Smith.Kathie@principal.com>

Mon 1/29/2024 8:48 AM

To:Cityof Maxwell <cityofmaxwell@hotmail.com>

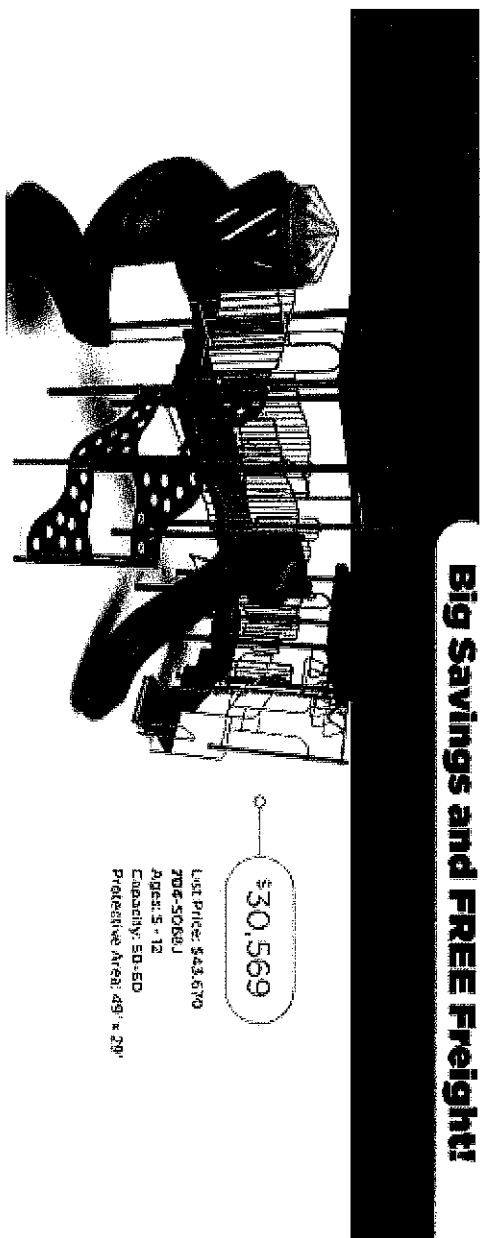
Cc:Smith, Kathie <Smith.Kathie@principal.com>;Joelyn Gast <Jody50161@live.com>;Laurny Myers <lbnmyers13@gmail.com>

Good morning! Two items –

When is the next City board meeting? I'd like to request a possible donation towards a new play ground set. I'd like to include this amount, as a potential funding item.

Based on a quote from Boland for purchase and installation, below is the quote for a brand-new playground set. Parks and Recs group is aware of this.

#704-S068J cost shows \$30,569 – 2024 price is \$ 52,200 delivered and installed.



**Big Savings and FREE Freight!**

**\$30,569**

List Price: \$43,670  
704-S068J  
Ages: 5 - 12  
Capacity: 50-50  
Preferential Area: 49' x 29'

Could I possibly have you create a letter similar to the one below and return this to me. This is for the upcoming PM Grant?

Law Firms Representing Area Towns				Per League of Cities
	New Info via email			<u>Directory 2020</u>
<u>Town</u>	<u>Law Firm</u>	<u>Address</u>	<u>Longevity</u>	
Baxter	Brick-Gentry	see Colfax	New	Randal Caldwell
Bondurant	Brick-Gentry	see Colfax	12+	Matt Brick
Cambridge				Michael Lewis
Colfax	Matt Brick-Gentry Law Firm, 6701 Westown Pkwy, Suite	100, WDM 50206/515-274-1450		Bill Mallory
Collins	Tom Cahill	Nevada	?	
Colo		Ord enforcer: Matt O'Hollearn		<del>Dario Zaffarano-not current</del>
Huxley				Amy Beattie/Matthew Brick/ Bill Mallory/James Nervig
Melbourne	Hillers Law Firm	State Center	new	Sharon Greer
McCallsburg				Zacary Ward
Mingo				
Nevada	Erin Clanton	see Colfax	14	Matthew Brick/Erin Clanton
Polk City				Amy Beattie
Slater				
State Center	Hillers Law Firm	112 W Main St. Suite 100	1	Kevin O'Hare
		State Center 515-981-2004		

**2-2-24 Matt Brick called-expanding business, looking for clients, sent info**

Note: Baxter also recommended Whitfield and Eddy from Grimes city clerk recommendation

**2-1-24: Tom Henderson will send "boiler plate info" in next couple of days.**

**CALDWELL & BRIERLY, PLLC**  
**ATTORNEYS AND COUNSELORS AT LAW**

**GILBERT R. CALDWELL, III**  
gcaldwell@lawyeriowa.com  
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**EDWARD G. PARKER**  
eparker@lawyeriowa.com  
\* \* \*

211 FIRST AVENUE WEST  
P.O. BOX 726  
NEWTON, IOWA 50208

Telephone: 641-792-4160  
Fax: 641-792-2410  
www.lawyeriniowa.com

Dennis F. Chalupa (1944 – 2013)

December 14, 2023

City of Maxwell  
City Hall  
P.O. Box 215  
Maxwell IA 50161

**Re: Employment Agreement**

Dear Folks:

Enclosed is a renewal of the Employment Agreement between the City of Maxwell and our firm. The agreement is for the period January 1, 2024 to December 31, 2024. Our rate has increased slightly for 2023, from \$195/hr. for out of court services to \$200/hr., and from \$220/hr. for in court services to \$225/hr.

Please review and upon City acceptance, please have signed and return the original to us in the enclosed self-addressed stamped envelope.

We are pleased to be able to continue to offer our services to the City of Maxwell. If you have any questions, please call. Thank you.

Very truly yours,

CALDWELL & BRIERLY, PLLC

By:

  
Randal B. Caldwell

RBC/ds  
Enc.

EMPLOYMENT AGREEMENT

**CITY OF MAXWELL**

And

**CALDWELL & BRIERLY, PLLC  
ATTORNEYS AT LAW**

THIS AGREEMENT is for the retention of legal services for the CITY OF MAXWELL to be performed by CALDWELL & BRIERLY, PLLC, ATTORNEYS AT LAW.

THIS AGREEMENT is for the period beginning January 1, 2024, to December 31, 2024.

Any legal services rendered by CALDWELL & BRIERLY, PLLC to the CITY OF MAXWELL will be billed at an hourly rate. The rate is herein specified at \$200.00 (Two Hundred)) per hour for out-of-court services, \$225.00 (Two-Hundred Twenty-Five) per hour for in-court services, and \$180.00 (One-Hundred Eighty) per hour for legal assistant services. Costs advanced on behalf of the City will be itemized in the monthly statements.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CALDWELL & BRIERY, PLLC

CITY OF MAXWELL

By:  \_\_\_\_\_

By: \_\_\_\_\_

Randal B. Caldwell





**BRICK GENTRY P.C.**

ATTORNEYS & COUNSELORS AT LAW

**MATTHEW S. BRICK  
SHAREHOLDER**

T: 515-274-1450

F: 515-274-1488

[matt.brick@brickgentrylaw.com](mailto:matt.brick@brickgentrylaw.com)

February 2, 2024

Maxwell City Hall  
107 Main Street  
Maxwell, IA 50161  
[cityofmaxwell@hotmail.com](mailto:cityofmaxwell@hotmail.com)  
[dougmillers151@yahoo.com](mailto:dougmillers151@yahoo.com)  
VIA EMAIL ONLY

**RE: Proposal for City Attorney**

Dear Mayor Miller and Clerk Hayes:

This proposal from Brick Gentry P.C. is in response to a request for a proposal to provide legal services to the City of Maxwell, Iowa ("City"). Included in these materials is an overview of the firm's experience, the qualifications of the municipal team, references, and the firm's compensation proposal.

**A. Firm Experience**

1. Approach to Providing Legal Services

Brick Gentry P.C. is one of Iowa's premier municipal law firms and has been providing services to cities for over fifty (50) years. The firm's municipal group consists of over a dozen attorneys that specialize in municipal law and offers communities high quality, responsive and efficient legal services. The group uses a team approach that allows multiple tasks to be handled simultaneously and a municipal attorney to be always available to assist clients when emergencies inevitably arise. The attorneys in the municipal group work closely with the firm's other areas of practice, such as employment, labor, business and intellectual property groups, litigation, banking and financial services, healthcare, and agricultural law to meet the needs of our clients. Brick Gentry, P.C. currently has around thirty attorneys and employs numerous paralegal and support staff to serve our clients.

Our motto is "We Put Clients First," and that method of serving our clients has led us to decades of business in Iowa. Timeliness of response and accessibility to our clients are important aspects of how we operate. The firm's counsel can be promptly reached via telephone, cell phone or electronic mail and are available to attend meetings in-person on short notice. The firm works cooperatively with City personnel and coordinates with insurance counsel, as needed, to assure proper management of legal issues and proper transmission of information.

The attorneys of Brick Gentry P.C. have years of experience acting as legal advisors to city officials, boards and commissions and are accustomed to attending, upon request, regular and special City Council, and other

board and commission meetings to provide legal guidance. The firm's attorneys make a concerted effort to be readily available to City staff for review of materials prepared for City Council meetings and to timely confer with the City Administrator and/or staff prior to meetings regarding legal matters and potential issues.

## 2. Firm Qualifications and Scope of Services

Currently, Brick Gentry P.C. provides general legal services for the following cities: Albia, Altoona, Ankeny, Baxter, Bondurant, Colfax, Denison, Hartford, Huxley, Indianola, Lake Mills, Minburn, Mitchellville, Nevada, Newton, Plymouth, Polk City, Prairie City, Waukee, and Windsor Heights. In addition, Brick Gentry P.C. handles employment and labor services on request for Ames, Council Bluffs, Corning, Grimes, Jefferson, and Pleasant Hill.

Along with the firm's broad depth of service to cities, Brick Gentry P.C. handles matters for a number of counties and represents many municipal corporations, such as the Buena Vista County Assessor, Council Bluffs Water Works, Dallas County Assessor, Des Moines Area Regional Transit, Des Moines Water Works, Indianola Municipal Utilities, Metro Waste Authority, Neighborhood Housing Agency of Des Moines, Northwest Iowa Solid Waste Agency, Polk County Assessor, Prairie Solid Waste Agency, Rural Iowa Management Waste Agency, StoryComm, and West Des Moines Water Works.

Brick Gentry, P.C. provides legal services, as requested, to their municipal clients. Specifically, the firm: (a) keeps municipal ordinances in compliance with relevant law; (b) advises and assists in the preparation of ordinances, orders, resolutions and regulations—as directed by staff; (c) attends all Council, board and commission meetings—as directed by staff; (d) advises staff and elected officials on open records laws, open and closed meeting laws, and determining appropriate responses to open record inquiries; (e) handles prosecutions of traffic citations, misdemeanor criminal offenses, municipal infractions and other police actions; (f) represents the City in Magistrate's Court and Associate District Court where the City is a party; (g) assists staff in preparing civil citations for code enforcement and nuisance abatement violations and prosecutes such cases as necessary; (h) acts as litigation defense counsel for the City before any court, tribunal, commission or board; (i) settles or compromises claims for suit at law or in equity; (j) prepares, reviews and provides written comment on all agreements and contracts, bonds and other legal instruments—including leases, title documents, real estate closing paperwork and documents related to land acquisition and/or development; (k) assists staff in acquisition and disposal of City property, right of way and easements—including condemnation proceedings as necessary; (l) advises staff on planning and zoning issues; (m) counsels City personnel on employment and personnel matters and union and ancillary involvement in collective bargaining issues; and (n) reviews materials provided to the City Council and provides requested legal opinions regarding any materials or matters that the City Council will consider.

As part of the services Brick Gentry P.C. provides its municipal clients, the firm regularly interprets and provides opinions on questions regarding a variety of legal issues; reviews and provides written legal opinions on proposed ordinances, when requested; prepares, reviews and provides recommendations for proposed ordinances and resolutions; interprets and provides City staff and elected officials written opinions on questions interpreting City ordinances and State and Federal Code matters, when requested; and provides legal opinions on all contracts prior to approval by the City Council. More specifically, Brick Gentry P.C. developed the code of ordinances for Ankeny and Bondurant, and periodically reviews and updates the codes

of ordinances for several other cities. The firm's municipal attorneys have a strong background advising staff regarding code enforcement and nuisance abatement issues.

The attorneys at Brick Gentry P.C. have years of experience providing employment and union advice to municipalities across Iowa. In the past few years alone, the attorneys have been involved in negotiating over a dozen contracts and defending current clients with dozens of grievances, civil service hearings and civil rights complaint matters. Brick Gentry P.C. has defended current clients in employment matters before the Public Employment Relations Board, the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and both state and federal courts.

### 3. Municipal Team Qualifications

The firm proposes the following municipal team to provide the majority of legal work; however, the City is able to work with any of the firm's attorneys at any time:

#### **Matthew S. Brick (Partner)**

For over two decades, Matt Brick has been providing legal guidance for numerous cities and other public corporations. Matt's municipal practice covers areas such as municipal and employment law issues, including but not limited to ordinance and resolution drafting, labor negotiations, resolving personnel disputes, litigation defense, attendance at Council and other board related meetings, advising and providing legal opinions on various matters regarding State and Federal laws and regulations. Matt Brick would be the firm's recommendation to serve as the primary attorney for the City. Matt also maintains an active membership with the Iowa Municipal Attorneys' Association and regularly attends continuing legal education training in the field of municipal law.

#### **Erin M. Clanton (Partner)**

The majority of Erin's nearly twenty years of practice has been focused on the representation of municipalities as well as a variety of employment matters during her over fifteen years of legal experience. While Erin advises her clients on a variety of municipal law matters, she has extensive experience providing legal opinions, attendance at Council and other board related meetings, handling real estate issues—such as title work, economic development and financial issues, and municipal infrastructure construction issues.

#### **Allison M. Steuterman (Partner)**

Allison Steuterman has extensive experience prosecuting municipal ordinance violations and litigation services related to the prosecution of public nuisances and knowledge of the applicable statutory and constitutional regulations regarding such actions. Allison has almost twenty years of experience in prosecuting municipal infractions, traffic citations, simple misdemeanor offences and other police matters.

These attorneys each have years of experience handling these types of matters and all work hard to establish good relationships with the staff of the various City Departments to ensure the expedient and successful resolution of all issues. Each attorney possesses a Juris Doctorate degree from an American Bar Association accredited law school and is licensed in good standing to practice law in the State of Iowa. The profiles of all the municipal attorneys at Brick Gentry can be found at [www.brickgentrylaw.com/areas-of-practice/municipal-law.aspx](http://www.brickgentrylaw.com/areas-of-practice/municipal-law.aspx). Resumes of the above-referenced attorneys are attached to this proposal.

## B. References

While the City is encouraged to contact any of the government entities we represent for references, the following contacts are provided below:

### **City of Bondurant**

Marketa Oliver, City Administrator  
200 2<sup>nd</sup> Street NE, Bondurant, IA 50035  
(515) 967-2418  
[moliver@cityofbondurant.com](mailto:moliver@cityofbondurant.com)

The firm and Matt Brick have a long-standing work relationship with Ms. Oliver during her years as the City Administrator of the City of Windsor Heights, the City Administrator of the City of Norwalk, and now as the City Administrator of the City of Bondurant. Ms. Oliver has consulted with the firm regarding numerous municipal law issues; planning and zoning issues and development agreements; and economic development and financing issues. Additionally, Ms. Oliver has experience working with the firm in government operations, such as advising and assisting with ordinances, resolutions and related documents, attending Council and other special meetings, and providing legal opinions.

### **City of Newton**

Michael Hansen, Former Mayor  
101 W. 4<sup>th</sup> Street S., Newton, IA 50208  
(641) 521-6755  
[mikeh@newtongov.org](mailto:mikeh@newtongov.org)

Mr. Hansen spent decades on the Newton City Council before retiring in January 2024. He consulted with the firm regarding municipal law and employment issues. Mr. Hansen has worked with the firm to advise and assist in the preparation of ordinances, orders, resolutions and regulations, to prepare and review contracts and other legal instruments, and to advise city councils and department heads and other administrative officials as to the legality of proposed actions.

## C. Conflict of Interest

Brick Gentry P.C. has no subsidiaries or parent company as it is a Professional Corporation organized and existing under the laws of the State of Iowa. The firm takes representation of its clients very seriously and has a thorough conflict of interest process to protect them. Should the City choose Brick Gentry P.C. as their legal advisor, all potential conflicts will be resolved, and any future conflicts will be promptly addressed by the firm so there will be no interference with our representation of the City. To date, the firm is not aware of any potential conflicts of interest with the representation of the City.

## D. Proposal for Compensation

The firm is open to work with the City in whatever manner works best for the City—either as City Attorney and City Prosecutor or just as City Attorney. In addition, the firm is willing to discuss alternative billing arrangements, such as retainer, hourly rates, discounts, and blended rates. That said, the standard firm rate

is typically four hundred dollars (\$400) per hour for partners, three hundred dollars (\$300) per hour for associates, and two hundred dollars (\$200) per hour for law clerks and paralegals—however, the firm offers a reduced rate/volume discount to municipal clients. ***For the City of Maxwell, the discounted rates would be two hundred dollars (\$200) per hour for attorneys, and one hundred dollars (\$100) per hour for work performed by paralegals and law clerks.***

Specialized legal services, including but not limited to bond and debt issuance; building code compliance; environmental law; human resource law; labor relations and collective bargaining; eminent domain and specialized land acquisition; and specialized litigation are offered to our municipal clients at the same reduced municipal rate. Intellectual Property services such as copyrights and trademarks, are the only specialized legal services that are provided at a separate hourly rate.

The time for which the City will be charged will include, but will not be limited to: telephone, electronic and office conferences with the City, counsel representing other parties, witnesses, consultants, court personnel and others; conferences among our legal personnel; factual investigation; legal research; responding to the City's requests to provide information to the City's auditors in connection with review or audits of financial statements; drafting of legal opinions, letters, pleadings, briefs and other documents; travel time; waiting time in court; and time in depositions and other discovery proceedings. Time is billed in tenths of an hour with a minimum charge of 0.3 tenths for emails and 0.3 tenths for telephone calls.

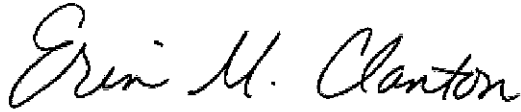
In addition to our fees, we request payment or reimbursement for costs and expenses incurred regarding: (a) travel expenses—the firm's standard policy is to charge only for time spent traveling and does not charge for mileage in addition to time; (b) non-standard photocopying charges; (c) USPS postage charges and any other tracking, certified and/or return receipt fees; (d) UPS or FedEx charges; and/or (e) court costs, filing fees and any other litigation expenses (i.e., invoices for third party consultation services).

The firm will not charge the City for costs and expenses related to long-distance telephone charges, word processing fees or research software program usage. Unless special arrangements are made at the outset, fees and expenses of others will not be paid by us and will be the responsibility of and billed directly to the City. Detailed statements are submitted monthly.

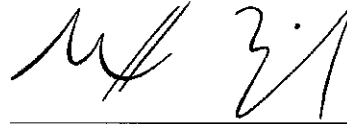
Brick Gentry P.C. understands that the City has issues and concerns unique to it and we will provide only those services requested. Given the distance between the City and the firm, it is expected that—similar to our practice with other municipalities located throughout Iowa—we will utilize teleconferences and electronic communication as much as possible to reduce travel costs—with the exception when requested to attend any meeting in-person. In addition, to help keep travel costs down, the firm is willing to discuss with the City alternatives to handling prosecution matters. Ultimately, if the firm is chosen for this proposal, it is expected the scope of services and proposed costs will be further defined by the City Council prior to entering into a contract with the firm.

Should the City have any questions or need any additional information concerning this proposal, please do not hesitate to contact us. Again, thank you for considering Brick Gentry P.C.

Sincerely,



ERIN CLANTON  
[erin.clanton@brickgentrylaw.com](mailto:erin.clanton@brickgentrylaw.com)



MATTHEW BRICK  
[matt.brick@brickgentrylaw.com](mailto:matt.brick@brickgentrylaw.com)



Attorneys  
**Matthew S. Brick**  
Shareholder

[matt.brick@brickgentrylaw.com](mailto:matt.brick@brickgentrylaw.com)

*"Working with clients is what I do best. Whether it's advising cities on issues or helping settle employment disputes, I always want to procure the best outcome for those I represent. I'll keep working*

*until I do."*

Matt Brick is a shareholder of Brick Gentry P.C. His practice involves business transactions along with providing legal guidance for a number of cities and other public corporations. In addition, Matt represents both businesses and governments in a variety of labor and employment issues.

For his business clients, Matt handles a variety of matters ranging from: forming business entities such as corporations, limited liability companies and partnerships; negotiating contracts, assisting with the purchase and sale of businesses; and entering in equity sales and/or joint ventures with outside parties.

His municipal practice covers issues such as ordinance drafting, prosecutions, contract preparation, litigation defense and handling real estate issues. Matt has experience with municipal issues involving governmental immunity, open records, open meetings, constitutional rights and eminent domain.

Matt's employment practice involves advising employers on employee discipline, assisting with drafting, reviewing and revising employment policies, and handling hiring and reduction issues. Matt also works with employers on union-related matters, such as unfair labor practice charges and negotiating collective-bargaining agreements.

Prior to joining the Firm, Matt worked for the Vinson & Elkins law firm in Dallas, Texas, defending and advising clients in a wide range of labor and employment issues. Matt has extensive civil litigation experience defending public and private corporations on matters such as wrongful termination, discrimination disputes, wage and hours cases and a variety of other statutory and common-law claims.

## Areas of Practice

Labor & Employment Law, Business Law, Government Relations, Representation of Municipalities

## Education

- University of Iowa College of Law, J.D., 2001, With High Distinction
- University of Iowa, B.S., Psychology, 1995, With Honors

## Bar Admissions

- Iowa 2001
- District of Columbia 2001
- Minnesota 2001
- Nebraska 2001

## Court Admissions

- United States Supreme Court
- U.S. Court of Appeals, 8th Circuit
- U.S. Court of Appeals, 5th Circuit

## Memberships

- Iowa Municipal Attorneys Association
- Association
- Iowa State Bar Association
- Nebraska State Bar Association
- District of Columbia Bar Association

## ***Matthew S. Brick***

6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266  
(515) 274-1450 • matt.brick@brickgentrylaw.com

Matt Brick is a shareholder with Brick Gentry P.C. Mr. Brick's practice is divided between municipal and employment law. He handles labor negotiations and disputes, as well as advises clients on employee discipline, employment policies and contracts. Mr. Brick is admitted to practice in the District of Columbia, Iowa, Minnesota, Nebraska, the United States Courts of Appeal for the Fifth and Eighth Circuits, and the United States Supreme Court.

### **EDUCATION**

#### **University of Iowa Law School, Iowa City, Iowa**

*Juris Doctorate with High Distinction, 2000*

Graduate of a two year accelerated study program and recipient of a full-ride merit scholarship.

#### **University of Iowa, Iowa City, Iowa**

*Bachelor of Science with Honors, 1995*

Received an Honors Research Grant, selected as an Honors Teaching Assistant for an undergraduate Psychology course, and inducted into the University of Iowa Honors Society and the National Psychology Honors Society.

### **PROFESSIONAL EXPERIENCE**

#### **Brick, Gentry P.C., Des Moines, Iowa,**

*Attorney, 2001-Present*

Defended and advised public and private clients in a wide range of labor and employment issues. Represented clients in labor negotiations and before both PERB and the NLRB and defended employers against a variety of employment and general civil litigation claims. Representative client include Metro Solid Waste, Metro Transit Authority, City of Ankeny, City of Council Bluffs, Dallas County, Polk County & Poweshiek County.

### **ADDITIONAL PROFESSIONAL EXPERIENCE**

#### **Windsor Heights City Council Windsor Heights, Iowa**

*City Council Member, 2002-2003*

Responsible for planning and overseeing the annual City budget, managing the public works, capital planning, marketing, and special events committees, final approval over the appointment and termination of City employees, and passage of City ordinances, resolutions and motions. Recipient of the Iowa League of Cities' 2003 Outstanding Young Council Member Award.





Attorneys  
**Erin M. Clanton**  
Shareholder

[erin.clanton@brickgentrylaw.com](mailto:erin.clanton@brickgentrylaw.com)

*"The cornerstone of my practice is understanding that every issue matters. Whether I'm representing a municipality or handling an employment matter, I'm always doing everything I can to achieve success."*

Erin Clanton is a shareholder of Brick Gentry P.C. The majority of Erin's practice is focused on the representation of municipalities. She also handles a wide variety of employment matters; performs general real estate work, including title examination and loan closing services; and assists creditors in their relations with debtors, both in and outside the bankruptcy realm. Erin also serves as the City Attorney for Nevada, Iowa, and provides assistance to a number of other Iowa public entities. Erin graduated from the University of Iowa in 2002 with degrees in English and Finance. In 2005, she graduated from Creighton University Law School and joined Brick Gentry as an associate. Erin became a shareholder of Brick Gentry in 2009.

## Areas of Practice

[Administrative Law](#), [Annexation](#), [Bankruptcy Law](#), [Creditor Rights](#), [Labor & Employment Law](#), [Labor Negotiations](#), [Prosecutions](#), [Representation of Municipalities](#), [Zoning](#)

## Recognitions and Publications

Co-Author with Brick Gentry Shareholder Tom Flynn, "Iowa Commercial Lending Law," appearing in "Commercial Lending Law: A Jurisdiction-by-Jurisdiction Guide to U.S. and Canadian Law," published by the American Bar Association Commercial Finance Committee, 2016.

## Education

- Creighton University Law School, J.D., 2005
- University of Iowa, B.B.A., Finance, B.A., English, 2002

## Bar Admissions

- Iowa 2005

## Court Admissions

- Iowa District Courts
- Northern District of Iowa
- Southern District of Iowa
- U.S. Court of Appeals, 8th Circuit

## Memberships

- Iowa State Bar Association
- Federal Bar Association
- Polk County Bar Association

# Erin M. Clanton

6701 Westown Parkway, Suite 100 • West Des Moines, Iowa 50266 • (515) 274-1450  
Erin.Clanton@brickgentrylaw.com

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Erin Clanton is an Associate with the Brick Gentry Law Firm. Her practice focuses primarily in the areas of municipal law, employment law and general corporate law. Ms. Clanton also handles a wide variety of labor law and real estate issues. Ms. Clanton is active in the Iowa State Bar Association and the Polk County Bar Association, and is licensed to practice in the federal and state courts of Iowa.

## EDUCATION

### **Creighton University Law School, Omaha, Nebraska**

*Juris Doctorate, 2005*

Graduated top 30% of class

Certified Concentrations in Business Law and Estate Planning

### **University of Iowa, Iowa City, Iowa**

*Bachelor of Science, 2002*

Ms. Clanton was honored to be admitted to the University of Iowa Henry B. Tippie College of Business on an early admissions program. Ms. Clanton graduated with a major in English and a minor in Finance.

### **Johnston Senior High School, Johnston, Iowa**

*High School Diploma, 1998, 4.0 G.P.A.*

## PROFESSIONAL EXPERIENCE

### **Brick Gentry, P.C., West Des Moines, Iowa**

*Associate, 2005-present*

Practice focuses primarily in the areas of municipal law, employment law and general corporate law. Ms. Clanton has defended and advised clients in a wide range of employment and business related issues. She also handles a variety of labor and real estate issues.

### **Belin Lamson McCormick Zumbach & Flynn Law Firm**

*Law Clerk, 2004*

As a law clerk, Ms. Clanton's workload consisted primarily of general corporate transactional issues—including contract review and drafting, corporate dissolutions, and bankruptcy.

## PROFESSIONAL LICENSES & AFFILIATIONS

- Licensed to practice law in Iowa and the U.S. District Courts for the Northern and Southern Districts of Iowa
- Iowa Bar Association, Member
- Polk County Bar Association, Member
- American Bar Association, Member
- Title Guaranty, Member



Attorneys

## Allison M. Steuterman

Shareholder

[allison.steuterman@brickgentrylaw.com](mailto:allison.steuterman@brickgentrylaw.com)

*"At Brick Gentry we don't just have one set way of doing things. We genuinely work together to offer clients a customized approach that best fits their needs. It really sets this Firm apart."*

Allison Steuterman joined Brick Gentry P.C. as an Associate in 2007 and has been a Shareholder since January 2012. Practicing primarily in civil litigation, Allison has represented clients in many different areas, including workers' compensation, employment law, contract disputes, personal injury, construction cases, estate disputes and more. She handles a variety of contract, business, and estate planning matters, acts as legal counsel for a variety of corporations and associations, and serves as the Prosecutor for the cities of Nevada and Huxley, Iowa.

Allison was born and raised in Des Moines, Iowa. She graduated from Drake University Law School with high honors in 2004, an Opperman Scholar and a member of the Drake Law Review. Allison is active in the community through her church, and sits on the Board of Iowa Interfaith Power and Light, a non-profit corporation.

[LinkedIn](#)

### Areas of Practice

[Alternative Dispute Resolution](#), [Construction Litigation](#), [Personal Injury](#), [Labor & Employment Law](#), [Estate Planning](#) and [Probate](#), [Business Law](#), [Prosecutions](#)

### Honors

Drake University Law School, high honors  
Opperman Scholar

### Education

- Drake University Law School
- Truman State University

### Bar Admissions

- Iowa 2004

### Court Admissions

- U.S. Court of Appeals, 8th Circuit
- U.S. District Courts

### Memberships

- Iowa State Bar Association
- Polk County Bar Association

[View Our Attorneys »](#)

# Allison Marie Steuterman

Allison.Steuterman@brickgentrylaw.com  
515-274-1450

## Employment

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**Brick Gentry, PC**, West Des Moines, Iowa,  
Shareholder (January 2021 – current)  
Associate (March 2007 – December 2011)

- Engaged in the practice of law, namely civil litigation.
- Assist in the prosecution, municipal infraction, and civil litigation defense duties for the cities of Waukee, Iowa and Nevada, Iowa.

**Nyemaster Law Firm**, Des Moines Iowa, Associate (August 2004 – March 2007)

- Engaged in the practice of law, namely civil litigation.
- Prosecuting Attorney for the City of Clive 2005-2007, including prosecution of all simple misdemeanors and traffic violations as well as municipal infractions. Involved in the formation, initiation, and civil enforcement of the red light camera violations.

**Nyemaster Law Firm**, Des Moines Iowa, Summer Associate (May 2001 – August 2004)

- Draft motions, create memorandums, as well as other supplemental legal documents.
- Proficient in legal research while acting within a deadline oriented environment.

## Education

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**Drake School of Law**, Des Moines, Iowa

Juris Doctorate. Rank: 8<sup>th</sup>. Order of the Coif. Emphasis in Litigation.  
Date of Graduation: May 2004.

**Truman State University**, Kirksville, Missouri

Bachelor in English, with a minor in Biology. Cum Laude.  
Date of Graduation: May 2001.

**Technical skills in the following:**

Proficient in Westlaw Legal Research Software, Lexis Legal Research Software, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.

## Associations

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**Blackstone Inns of Court** (2006-current)

**Iowa Bar Association – Membership Committee** (2006-current)

**Polk County Bar Association – Public Relations Committee** (2006-2007)

**Drake Law Review** (2003-2004)

## Scholastic Honors and Awards

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**Order of the Coif** (2004)

- Graduated in the top 10% of law school class.

**Deans List** (2001- 2004)

- Made Deans List each semester while attending Drake School of Law.

**Dwight D. Opperman Scholarship Recipient** (2001- 2004)

- Earned scholarship for superior academic performance as well as LSAT results.

**CALI Award for Excellence**



## SERVICES AGREEMENT

This Services Agreement ("**Agreement**") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 (the "**Effective Date**") by and between Safe Building ("**Contractor**") and \_\_\_\_\_ a(n) \_\_\_\_\_ ("**Client**").

1. **Services to be Provided.** The Contractor shall provide those services detailed in **Schedule A**, attached hereto and incorporated herein by reference (hereinafter referred to as the "**Services**").

2. **Compensation.** In consideration of Contractor's Services hereunder, Client shall pay Contractor the fees outlined in **Schedule B**, attached hereto and incorporated herein by reference. Schedule B may be revised by Contractor unilaterally every twelve (12) months by providing City with sixty (60) days prior written notice of the new fee schedule. All payments under the Agreement shall be due upon receipt of Contractor's invoice and payable no later than thirty (30) days from the date of the invoice. Contractor reserves the right to cease providing Services at any time due to City's failure to make timely payment.

In the event City fails to pay any invoice in a timely manner and Contractor takes action to collect such amounts, City shall be responsible for all costs and fees, including legal fees, Contractor incurred in enforcing this Agreement.

3. **Term and Termination.** This Agreement will begin on the Effective Date of the signed agreement by both parties and shall continue until either party notifies the other party of the termination of this agreement, which may be terminated by either party with or without cause by giving the other party thirty (30) days prior written notice. Updates to this agreement can be proposed by either party at any time and a new agreement would only become effective upon both parties entering a new signed agreement, which will terminate previous agreements of this type.

4. **Relationship of the Parties.** The parties hereto are independent contractors. This Agreement does not constitute and shall not be construed in any manner so as to create between these parties a joint venture, employment relationship, agency agreement, partnership or any other relationship other than that of independent contractors, except that Contractor shall be treated as Building Official, Electrical Code Official, Plumbing Code Official, Mechanical Code Official and Fire Code Official or other applicable official for the City for the purposes of code enforcement as set out by the International Code Council.

5. **Responsibility, Indemnification and Limitation of Liability.** Contractor makes no warranty relating to any City provided materials and does not warrant any action or inaction by City and has no responsibility, therefore. Contractor makes no representations regarding the accuracy of City provided materials which are and remain the exclusive responsibility of the city.

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# SAFE BUILDING

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The Contractor will hold Commercial General Liability and Workers Compensation for the City that will save the City harmless from any and all claims, settlements and judgements, to include reasonable investigative fees, attorney fees, suit and court costs for personal injury, property damage, and/or death or damages arising out of Safe Building or their employee's negligent acts and errors or omissions for services rendered.

6. **Miscellaneous Provisions.** This Agreement may not be assigned by either party without the express written consent of the other party. This Agreement is for the benefit of the parties hereto and there shall be no third-party beneficiary. This Agreement may not be amended unless done so in writing, signed by both parties, and approved by the City Council; provided however, Schedule B may be amended by Contractor as provided for in Section 2. The invalidity of any provision of this Agreement shall not affect the validity or enforceability of any other provision. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

## SAFE BUILDING

## CITY OF MAXWELL

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **SCHEDULE A – Services**

### **Permitted plan review and inspection services:**

The Services to be provided under this Agreement include, but are not limited to Building, Electrical, Mechanical, Plumbing, Fire, and \*Zoning Code Enforcement based on the City's most recently adopted International Code Council Codes, the National Electrical Code, and the City's Code of Ordinances.

- Review building permits, plans, and other construction documents for residential and commercial projects.
- Review and approve trade permits.
- Provide owners, contractors, and city with plan review notes with approved building permits upon completion of plan review.
- Conduct required inspections throughout project until construction is finished, and project is complete. Safe Building is responsible for all work inside the lot line. Exceptions to this are the inspections of sewer/water/storm, sidewalk, and approach. We will also verify sod/seed is established prior to new construction being closed.
- Provide city with documentation of completion of projects.
- Field questions throughout review and inspection process.
- Site and street cleanliness during construction.

### **Unpermitted Services – Building nuisance, work without a permit:**

Inspections, reports, and consulting for nuisance properties provided to the City based on the current adopted International Property Maintenance Code, Dangerous Buildings chapter 145 in the city ordinances, and/or any applicable city or state codes can be completed at City's request at any time. The following items are covered during the nuisance process:

- Investigation/Inspection documentation.
- Report of findings complete with pictures and code/ ordinance references.
- Collaboration with City, City attorney and other team members to prepare necessary legal paperwork.
- Follow up consulting, court preparation and appearances and other work related to court.

\* Zoning is a "joint" effort between Safe Building, City personal and City engineering.



## SCHEDULE B – Fee Schedule

### Permitted plan review and inspection Services:

TOTAL VALUATION	PERMIT FEE	SB FEE
\$1 to \$500	\$75	100%
\$501 to \$2,000	\$50 for the first \$500 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2000	100%
\$2,001 to \$25,000	\$63 for the first \$2,000 plus \$12.50 for each additional \$1000 or fraction thereof, to and including \$25,000	80%
\$25,001 to \$50,000	\$352 for the first \$25,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000	75%
\$50,001 to \$100,000	\$580 for the first \$50,000 plus \$6.25 for each additional \$1,000, or fraction thereof, to and including \$100,000	75%
\$100,001 to \$500,000	\$895 for the first \$100,000 plus \$5 for each additional \$1000 or fraction thereof, to and including \$500,000	65%
\$500,001 to \$1,000,000	\$2,855 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	60%
\$1,000,001 and up	\$4,955 for the first \$1,000,000 plus \$2.75 for each additional \$1,000, or fraction thereof	50%
New Trade permit	\$100 per trade permit: Temp Electrical, Electrical, Mechanical, & Plumbing	100%
Commercial Plan Review	65% of permit fee	100%
Temporary Certificate of Occupancy	\$250	100%

When plans, engineering calculations or specifications are necessary, a plan check fee is required equal to 65% of the permit fee. Generally, this plan check fee is waived for conventional one, two and three family residential projects. All other projects normally require the plan check fee in addition to the regular permit fees. Safe Building retains 100% of the plan check fee





**Unpermitted- Building nuisance and work without a permit:**

For other code enforcement, consulting services and legal services including court preparation and appearances the following rates plus expenses apply:

Hourly: \$100

Milage: \$100 trip charge

Expenses: Actual cost (receipts provided)

## Betterment Award

I would like to nominate Paul Ness for the Betterment Award. He took over a family-owned business and ran it for 36 years. He sold the business to a local person who kept the business open for the benefit of the town.

After retirement, he was hired by the city to mow. He has also filled in as the public works assistant when needed in the last 4 years. He is always willing to do other projects when asked.

# Current Spend

## City of Maxwell

Volume	B/W	Color	Overage
Jul-23	7386	668	\$ -
Apr-23	9144	812	\$ 2.37
Jan-23	8060	1325	\$ 24.13
Oct-22	11135	1488	\$ 39.96
Annual Total	35725	4293	\$ 66.46
<b>Monthly Total</b>	<b>2977</b>	<b>358</b>	<b>\$ 5.54</b>

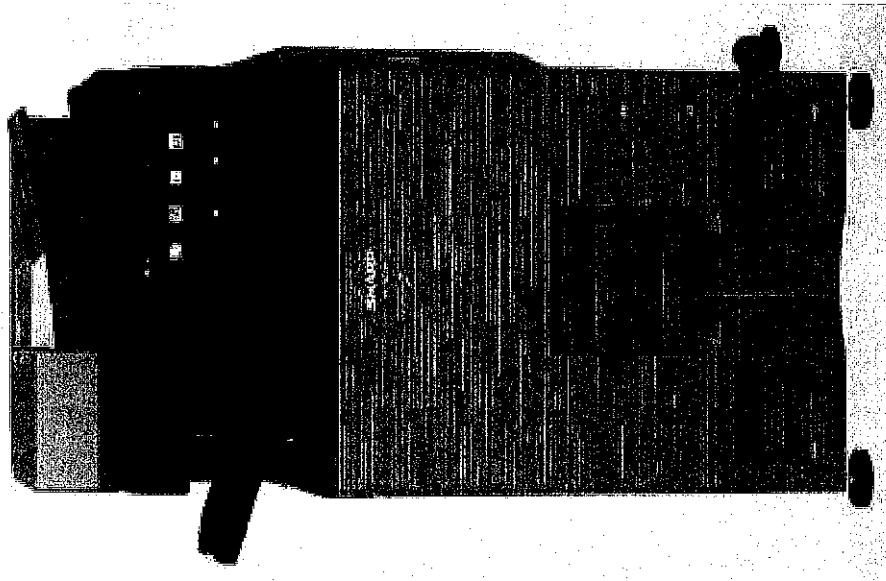
Spend		
Contract	\$ 189.83	
Overage	\$ 5.54	
Supply Freight	\$ 5.00	
<b>Monthly Spend</b>	<b>\$ 200.37</b>	

Current Rates		
B/W	\$	0.0094
Color	\$	0.0467



# Service Calls Placed

DATE	TIME	STATUS	DESCRIPTION	AGENT
10/26/2023	10:27:2023	MACHINE OPERATIVE	Removed jam from of ADF jams.	Andy Denman
02/03/2023	02/03/2023	MACHINE INOPERATIVE	Down w/ paper jam. No codes. Just shows all around areas to clear/ no luck. Called customer says machine is back running	Logan Reilly
01/25/2022	01/26/2022	Re-install FMAuffi	Fell of AT during Duracho, please see if they can be reconnected. If not, please send tech onsite. Thanks!	Jackie Zant
01/25/2021	01/25/2021	MACHINE OPERATIVE	Unable to print from bottom tray- says empty. Ifs not, paper removed and power cycled - MG -- See Remarks. Reloaded tandem. Shift and lift work. Ran 50 without issue. working properly.	Tony Rich
07/17/2020	07/24/2020	FMA Installation	INSTALL FMA ONSITE. missed at installation. Notify Aaron McElroy in sales when complete.	Brian Elsbecher
05/28/2020	05/28/2020	Fixed with a phone call - NO onsite visit needed	Trying to do billing and stick has to go into side tray but nothing printing. This customer needs this done ASAP. CV- 528 @ 2:20. Dee gone for the day, spoke with Deb. Deb said billing was completed, but will leave a message for Dee to call back, should she need further assistance. Close call 528 @ COB, if no CE.	Colin Van Drimmelen
05/20/2020	05/21/2020	MACHINE OPERATIVE	I just had someone out yesterday because a piece fell off in the bottom drawer. Now it keeps telling me that the bottom drawer is empty even though it is full. It will work for a little while then will tell me the drawer is empty. I can still copy w/ top Removed trays, found spring, reset everything, tested all tandem functions, all paper levels correct, even down to 1 piece of paper in the tray. Working properly.	Tony Rich
05/18/2020	05/19/2020	MACHINE OPERATIVE	bottom drawer and a piece fell off and the bottom tray won't work-bottom drawer will close but it won't pick up the paper to feed through Reset tandem tray guide. Showed user options in scan to aid with image issues. Working properly.	Tony Rich
04/24/2020	04/24/2020	Fixed with a phone call - NO onsite visit needed	Please call before 1:00 - needs help with printing issues - setting trays from computer to printer - pull bill sheets from bypass. CV- 424 @ 12:20. Spoke with Dee. Remote session to check settings. Created print profile to pull bill sheets from bypass.	Colin Van Drimmelen



# Replacement Option

\*Pricing Good for 15 days from Presentation\*

- **Sharp BP-70C31 W/ Accessories (Quarterly Overage Cycle) :**
- 3,000 B/W Pages Per Month @ \$0.005
- 350 Color Pages Per Month @ \$0.04
- Includes:
  - Parts, toner, service, labor, delivery & installation, training, etc.
  - Automated meter readings, toner replenishment, maintenance notifications.
  - 3-year upgrade guarantee, meet or beat your current spend
- **60 Month Lease Option: \$209.91**
  - All-In Cost Per Month
  - Includes Service
  - Included \$5 a month shipping into \$209.91 amount

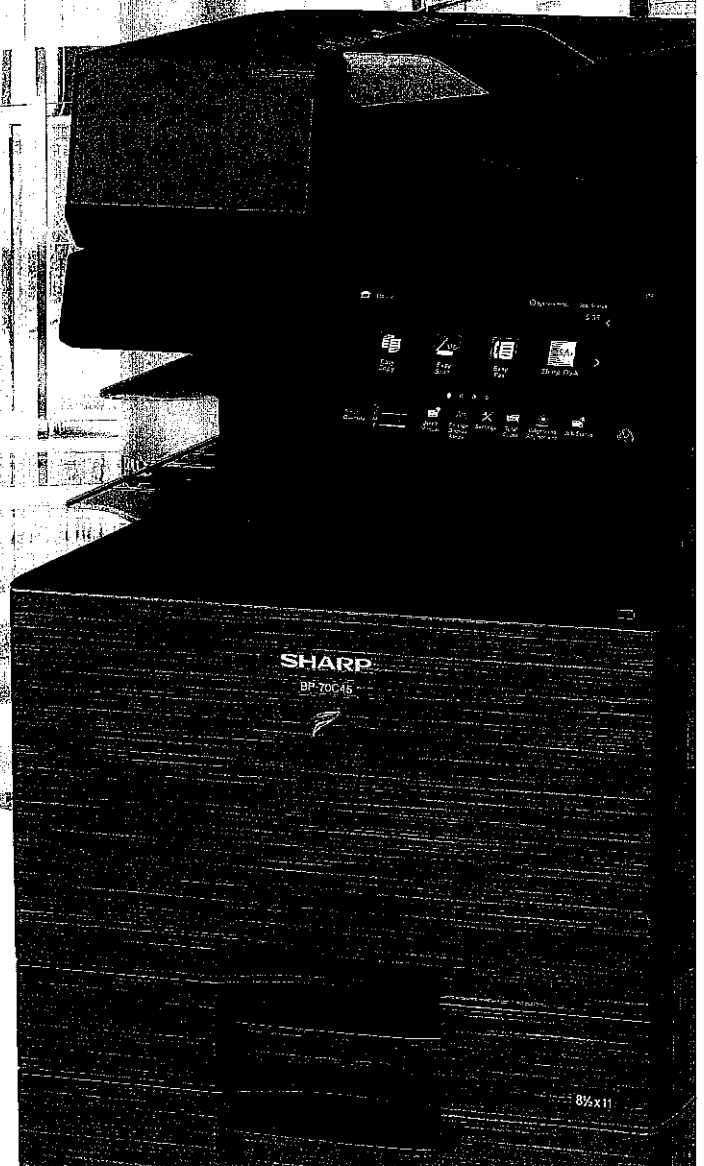


# SHARP®

## ADVANCED SERIES COLOR DOCUMENT SYSTEMS

simply smarter

BP-70C31  
BP-70C36  
BP-70C45



## The Color Advanced Series from Sharp.

Taking organizations to the future of business communication by helping them work simply smarter.

Designed to fit today's diverse workstyles, the Advanced Series color document systems enable workers to collaborate and share information seamlessly and securely throughout their office environment. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and boost productivity with hybrid workers.



### Easy-to-use Touchscreen

The easy-to-use Sharp touchscreen display is built on an award-winning design and delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

### Technology Focused on Efficiency

The Advanced Series leverages the latest technology to help users get their work done with ease and efficiency. Innovative features like multi-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

### Versatile Application Integration

Maximize productivity and collaboration with easy access to expanded cloud services, quickly connect with mobile devices to print and scan files, even utilize touchless operation with the Sharp Synappx Go app.

### Leading Security

In today's hybrid working environments its vital to protect endpoint devices from security threats, that is why the Advanced Series uses the latest security technology to help ensure your data remains safe.

### Flexible Sleek Design

Elegant cabinet design with easy-roll casters, soft-close paper drawers and contemporary color scheme make the Advanced Series a perfect fit for any office environment.

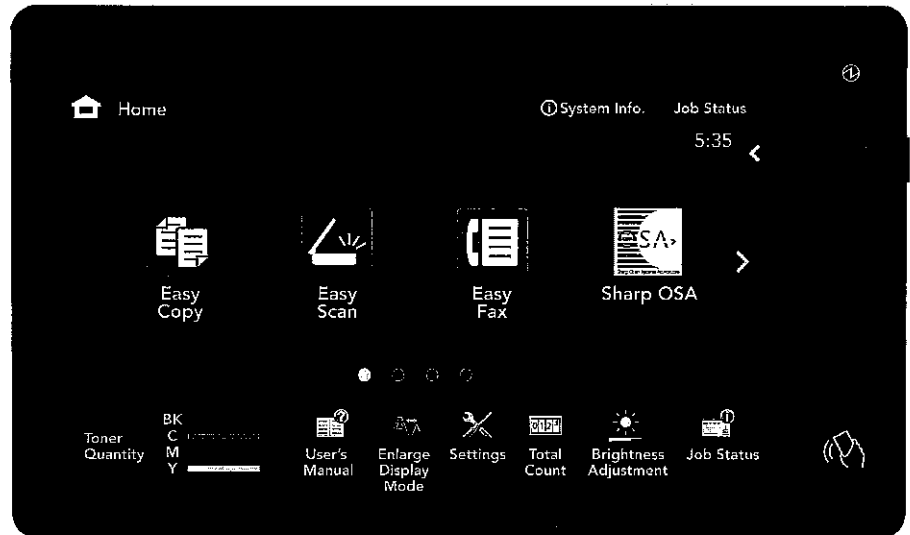
## Smart features that enhance productivity and efficiency.

Streamlined workflows that are safe, secure and fit today's diverse work styles.

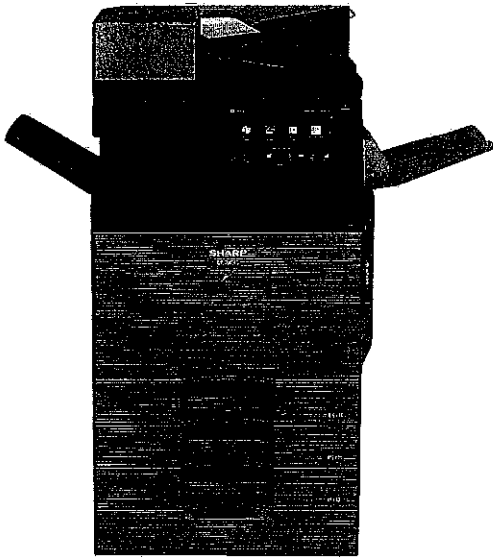
Work more efficiently

Collaborate better  
with colleagues

Secure your document  
workflows



10.1" (diagonally measured) customizable touchscreen display.



BP-70C45 shown with Inner Folding Right Side Exit Tray and 2-drawer Paper Deck.



Built-in retractable keyboard for convenient data entry.

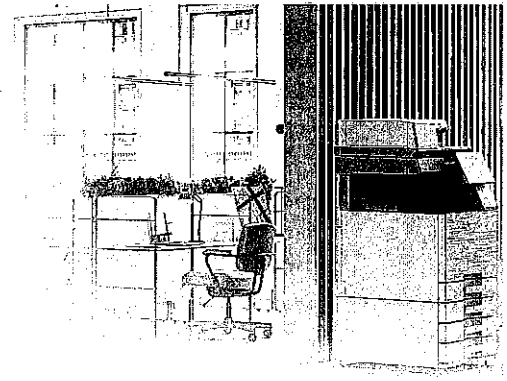
- 300-sheet duplexing single-pass feeder offers double feed detection and scans up to 280 images per minute.
- Flexible paper handling supports media up to 300 gsm, allowing users to print on a wide variety of paper stock or media.
- New Inner Folding Unit option offers a variety of fold patterns, including tri-fold, z-fold and others.
- Smart controller design ensures MFP firmware is up to date by periodically checking for updates.
- Built-in walk-up motion sensor automatically detects approaching users immediately wakes the machine, making it ready for use within seconds.
- ENERGY STAR® 3.0 certified and offers among the lowest standby power consumption in the category.
- Built-in retractable keyboard simplifies email address and subject line entries
- Enhanced touchscreen delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using popular cloud services, such as Microsoft Teams, Google Drive™, Dropbox and others.
- Strong, multi-layered security such as system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus to help protect your data.
- Supports native Universal Print from Microsoft, enabling businesses to easily adapt to this popular cloud service.
- Wireless LAN supports 5 GHz Wi-Fi for stable, high-speed network communication.
- Sharp OSA® Technology provides a secure and intuitive user experience for integrated workflows.



## Designed for today's individual workstyles.

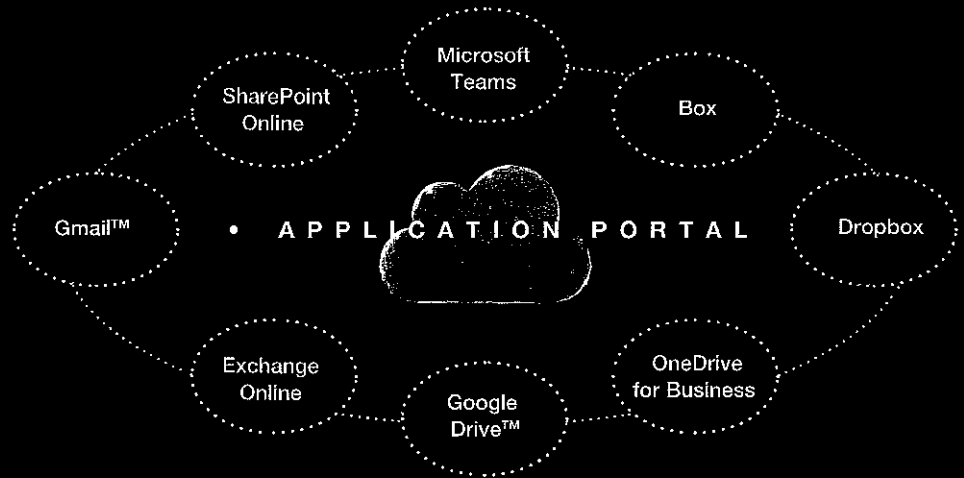
From media handling to workflow and collaboration, the Advanced Series delivers the features businesses need to get the job done.

Sharp makes it easy for businesses to execute jobs quickly, leaving more time for the actual business at hand. Scan large documents at up to 280 ipm using the 300-sheet duplexing single pass feeder that offers optional double feed detection. Image processing technology and Artificial Intelligence (AI) can automatically adjust resolution, compression as well as detect original size and adjust for skewed documents when scanning. The award-winning, tablet style touchscreen delivers an accurate, responsive experience, while menu-driven Easy Modes offer fast, simple operation enabling users to get their copying and scanning tasks done in less time.



## Print and Share Documents Easily

Seamlessly collaborate with colleagues even when they are working remotely. With Cloud Connect, businesses gain access to popular cloud services including Microsoft Teams, Google Drive, and others. The Sharp Application Portal makes it easy for administrators to add new apps and update existing apps right from the MFP touchscreen.



### Integrate with Email Applications

In addition to native capability, the **Email Connect** feature enables seamless scan-to-email integration with Microsoft Exchange/365 and Gmail™ user accounts, making it easy to identify the sender of scanned files.

### Intelligent Image Processing

Scan documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. Direct Print the same file types from thumb drives, cloud applications and mobile devices.\* **Adobe Embedded Print Engine** direct prints PDF files with greater speed and rendering accuracy.

### Flexible Printing Solutions

PCL 6 and Adobe PostScript 3 printing helps users speed through their work. The 256 GB solid state drive processes jobs quickly. **Serverless Print Release** enables users to print a job and release it from up to eight supported models. Native Universal Print from Microsoft eliminates the need for on-premises infrastructure, and enables IT to manage printers directly through a centralized portal.



\*This function is enabled via Qualcomm DirectOffice technology.

# Smart · Connected · Secure

## Integrating technology and functionality.

The Color Advanced Series document systems provide unsurpassed performance that simply adapts to your business needs.

### Duplexing Single Pass Feeder (DSPF)

300-sheet document feeder scans both sides of a document in a single pass and scans up to 280 images per minute.

### Smart Scan

Image processing technology and AI can automatically adjust resolution, compression, as well as detect original size and adjust for skew.

### Smart Touchscreen

Enhanced touchscreen is easy to use and delivers the responsiveness and accuracy users expect.

### Walk-up Motion Sensor

Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

### Built-in Retractable Keyboard

Full-size QWERTY keyboard enables easy data entry.

### Touchless Operation

Scan, Copy and Print Release with award-winning Synappx Go app.

### Exceptional Image Quality

1,200 x 1,200 dpi resolution delivers razor-sharp text and graphics.

### Advanced Multi-layer Security

Leading security features plus optional Bitdefender antivirus provide enhanced protection against network intrusions.

### Microsoft Friendly

Native integration with Universal Print and Microsoft Teams simplifies workflow and enhances collaboration.

### Easy Access to Cloud Services

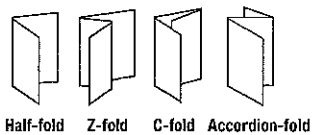
Print and scan documents to popular cloud applications.

### Advanced Finishing

Sharp gives you a variety of high-performance finishers to choose from to help complete the job on time. New inner folding unit option offers four popular folding patterns.

### Wireless Networking

5 GHz Wi-Fi technology and WPA3™ encryption deliver fast, reliable data that helps provide strong protection from hackers.



### Sharp Color Consistency System

Advanced auto-calibration helps ensure color output is always at peak performance.

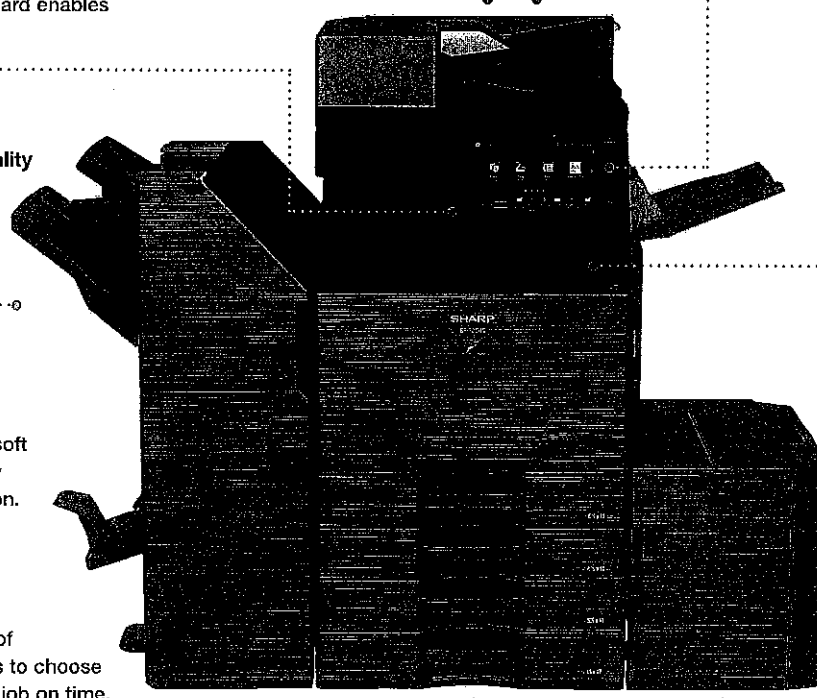


### Flexible Paper Handling

Feed up to 300 gsm media through the paper drawers and supports up to 12" x 18" output size.

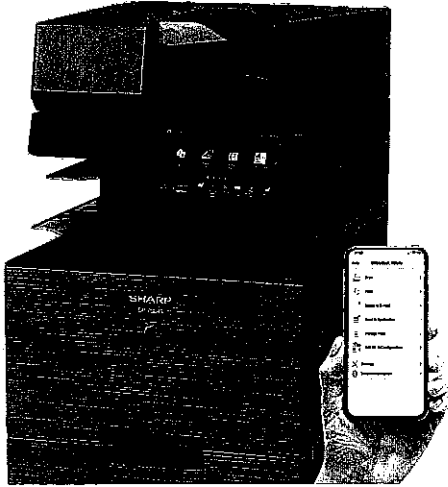
### Large Capacity Cassette

Available large capacity cassette offers an additional 3,000-sheet capacity for a maximum on-line paper capacity of 6,300 sheets.



## Collaborate on-the-go with quick access to mobile devices.

The Advanced Series makes it easy to share data with tablets and smartphones even in busy office environments.



### Print with Popular Mobile Technologies

The Advanced Series supports printing using popular mobile technologies such as Apple AirPrint, and Android printing with the Sharp Print Service plug-in.

### Advanced Wireless Networking

Print directly to the MFP from mobile devices without interfering with the corporate network! 5 GHz technology and WPA3™ Encryption deliver fast, reliable data that is well protected from malicious intruders.

### Touchless Operation with Synappx Go

With the Synappx Go app, it's easy to email or copy documents remotely. Simply tap the touchscreen with your smartphone. Get extended remote features such as print release, scan/print from cloud services, and display collaboration by upgrading to a subscription version.

### Scan and Print with Sharpdesk Mobile

With Sharpdesk Mobile, a free downloadable app for most mobile devices, users can quickly scan and print files from tablets and smartphones.<sup>1</sup>



## Centralized device management helps ensure optimal uptime.

Seamlessly connect technology and drive collaboration with easy access solutions.

### Seamless Device Management

On premises, Sharp Remote Device Manager (SRDM) simplifies device monitoring and management. Event-driven alerts help maximize uptime. SRDM also offers centrally managed security settings, pre-configured driver distribution, energy save settings and more. SRDM is available as a free download.<sup>1</sup>

### Unified Cloud-based Monitoring and Management

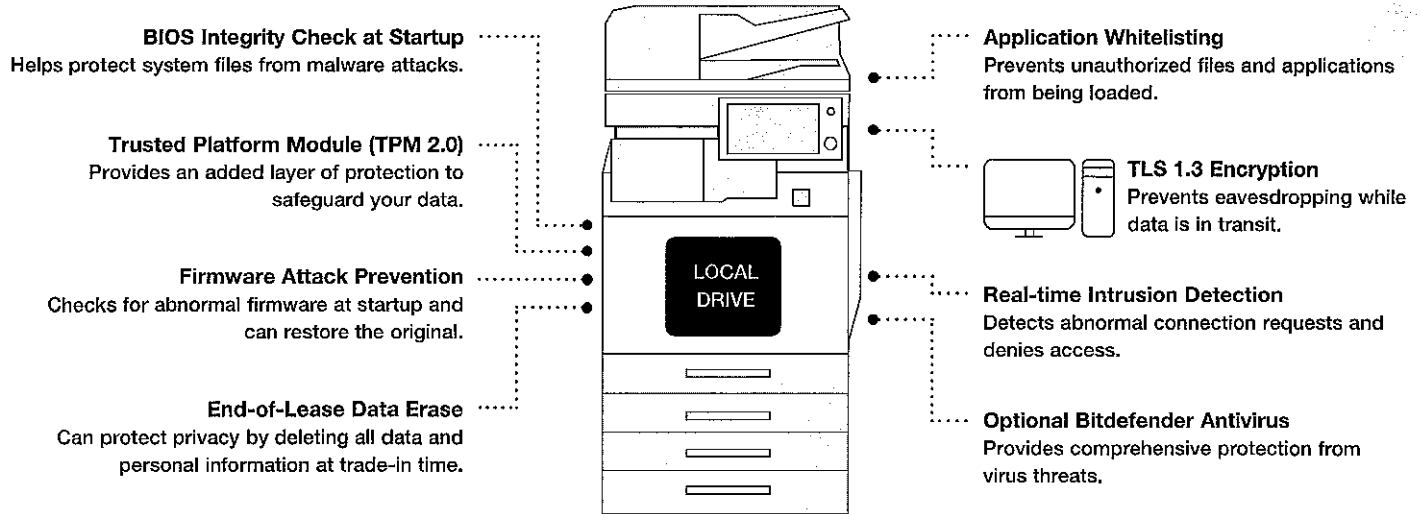
Synappx Manage cloud service enables IT administrators and service providers to remotely manage Sharp MFPs and displays from a single portal.<sup>2</sup> Proactive monitoring and remediation helps minimize administrator burden, as well as provide insight for optimized investments.

<sup>1</sup> Go to [www.sharppusa.com](http://www.sharppusa.com) for a list of supported equipment and operating systems.

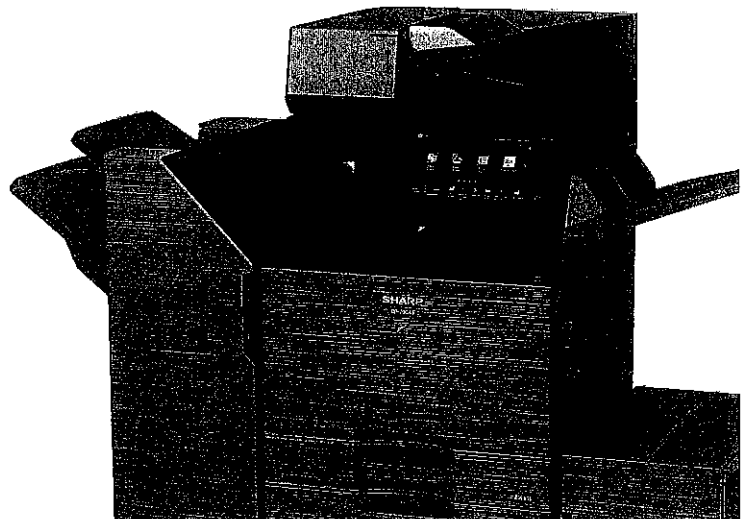
<sup>2</sup> Synappx Manage available 2024.

## Multi-layer security features to help businesses stay a step ahead of hackers.

The Advanced Series utilizes leading security technology to help organizations protect their data and meet regulatory requirements.



- **Active Directory (AD) Integration** Enables the MFP to join the network domain as a computer, making it a trusted device.
- **Supports AD Group Policy** Allows administrators to centrally manage select security settings and enforce their own policy.
- **256-bit AES Encryption** Ensures data that resides on the local drive is protected.
- **Protects Access to the Device** IP/MAC address filtering, 802.1x authentication and port control protect access to the device.
- **Protects Data in Transit** IPsec and SMB 3.1.1 protocols, as well as TLS 1.3 use data encryption to protect data.
- **WPA3™ Wi-Fi Encryption** Supports the latest data encryption standard for wireless networking security.
- **Authority Groups** Enables administrators to define various groups for different users, which can limit or restrict access to specific features.
- **Optional Data Security Kit** Offers expanded security functions and restricted access features for highly sensitive environments.



## Environmental Commitment

Sharp is committed to environmental sustainability and corporate responsibility.

### A Responsible Approach to Design

Sharp MFPs adhere to the Sharp Corporation Green Products Guidelines, which requires designing products that consume less power, use recycled materials and reduce materials used in packaging.

### Toner Recycling Program

Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers and encourages them to recycle their Sharp toner cartridges by providing them with a pre-paid recycling kit for return to our facility.

### Environmental Commitment

The Sharp Advanced Series models are ENERGY STAR® 3.0 qualified and RoHS compliant. These products also have one of the lowest TEC values in their category as well as one of the lowest stand-by power consumption ratings. Sharp MFPs are EPEAT® registered.

For more information about Sharp environmental leadership including information about energy efficient products, electronics, or toner cartridge recycling, please visit [www.sharpusa.com/environment](http://www.sharpusa.com/environment).

## The Color Advanced Series. Simply Smarter.

Designed to fit today's hybrid workstyles, offering intelligent features and connectivity that enable office workers to collaborate with colleagues seamlessly and securely even when they are working remotely. To learn more, visit [www.sharpusa.com](http://www.sharpusa.com).



# SHARP®

SHARP ELECTRONICS CORPORATION  
100 Paragon Drive, Montvale, NJ 07645  
1-800-BE-SHARP • [www.sharpusa.com](http://www.sharpusa.com)

Design and specifications subject to change without notice.



SYNAPPX



Qualcomm® DirectOffice™



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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING CODE OF CONDUCT**

WHEREAS, the City of Maxwell, has received a Community Development Block Grant from the Iowa Economic Development Authority; and

WHEREAS, the Iowa Economic Development Authority requires the City of Maxwell to adopt a Code of Conduct in order to utilize such funds;

THEREFORE, BE IT RESOLVED, by the City Council for the City of Maxwell, Iowa that:

Section 1: It hereby adopts and implements the attached Code of Conduct to be utilized by all officers, employees, or agents of the City engaged in the award or administration of contracts funded all, or in part, by the Community Development Block Grant Program.

PASSED AND ADOPTED ON THIS 7<sup>TH</sup> DAY OF FEBRUARY, 2024.

\_\_\_\_\_  
Dale Higgins, Mayor

ATTEST

\_\_\_\_\_  
Deb Hayes, City Clerk

## CODE OF CONDUCT

### PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR Part 200.318 and other applicable federal and state standards, regulations, and laws.

### APPLICATION

This Code of Conduct applies to all officers, employees, or agents of City of Maxwell engaged in the award or administration of contracts supported by federal grant funds.

### REQUIREMENTS

No officer, employee, or agent of City of Maxwell shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or

An organization which employs, or is about to employ any of the above; or, has a financial or other interest in the firm selected for award.

The City of Maxwell's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

### FRAUD, WASTE AND ABUSE

The City of Maxwell has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City of Maxwell of suspected actions. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted.

Concerns may be reported to the City of Maxwell, City Hall, 107 Main Street, Maxwell, Iowa 50161 (515-387-8655).

### REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of Maxwell's officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

EFFECTIVE DATE

PASSED AND ADOPTED ON THIS 7<sup>TH</sup> DAY OF FEBRUARY, 2024.

---

Dale Higgins, Mayor

Attest:

---

Deb Hayes, City Clerk



## EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of the City of Maxwell to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped; and to administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, sex, national origin, sexual orientation, disability, age, political affiliation, familial status or citizenship.

The Mayor and City Council have ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the Mayor and Council's responsibility. The Mayor and Council will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of appeal and recourse is guaranteed by the City of Maxwell. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by the City of Maxwell because of race, creed, color, religion, sex, national origin, sexual orientation, disability, age, political affiliation, familial status or citizenship, has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided and may be obtained at City Hall.

This Equal Opportunity Policy of the City of Maxwell shall be posted in conspicuous places within the facility and distributed to all employees, contractors, and to the chairpersons of all advisory and policy-making groups.

Adopted by:

CITY OF MAXWELL ON THIS 7<sup>TH</sup> DAY OF FEBRUARY, 2024.

Signed:

---

Dale Higgins, Mayor  
City of Maxwell

CITY OF MAXWELL, IOWA

MAYOR'S PROCLAMATION REGARDING A POLICY ON  
THE PROHIBITION OF THE USE OF EXCESSIVE FORCE

WHEREAS, the City of Maxwell has received federal funding through the Community Development Block Grant (CDBG) program; and,

WHEREAS, Section 519 of the Department of Veteran Affairs and U.S. Department of Housing and Urban Development, and Independent Agencies Appropriations Act of 1990 requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and,

WHEREAS, all recipients of CDBG funds are further required to follow a policy of enforcing applicable state and local laws against physically barring entrances or exits to a facility that is the subject of a nonviolent protest demonstration; and,

WHEREAS, the City of Maxwell endorses a policy prohibiting the use of excessive force and will inform all law enforcement agencies within its jurisdiction of this policy.

NOW, THEREFORE, BE IT RESOLVED, the City of Maxwell hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, City of Maxwell agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration. City of Maxwell further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that City of Maxwell has not complied with this policy to file a complaint.

Information and assistance relative to excessive force complaints shall be provided and may be obtained from the Mayor, City Hall, 107 Main Street, Maxwell Iowa 50161.

---

Dale Higgins, Mayor  
City of Maxwell

February 7, 2024  
Date

## **Community Development Block Grant Subrecipient Procurement Policies and Procedures**

2 *CFR* 200.317 provides that subrecipients of a state that are administering federal funds will follow sections 200.318 (General procurement standards) through 200.326 (Contract provisions). However, 24 *CFR* 570.489(g), set out in full below, enables states that administer Community Development Block Grant funds to adopt procurement standards other than those set out in 2 *CFR* Part 200 for units of local government that are subrecipients of CDBG funds.

*24 CFR 570.489 (g) Procurement:* When procuring property or services to be paid for in whole or in part with CDBG funds, the State shall follow its procurement policies and procedures. The State shall establish requirements for procurement policies and procedures for units of general local government, based on full and open competition. Methods of procurement (e.g., small purchase, sealed bids/formal advertising, competitive proposals, and noncompetitive proposals) and their applicability shall be specified by the State. Cost plus a percentage of cost and percentage of construction costs methods of contracting shall not be used. The policies and procedures shall also include standards of conduct governing employees engaged in the award or administration of contracts. (Other conflicts of interest are covered by § 570.489(h).) The State shall ensure that all purchase orders and contracts include any clauses required by Federal statutes, Executive orders, and implementing regulations. The State shall make subrecipient and contractor determinations in accordance with the standards in 2 *CFR* 200.330.

The State of Iowa, in its administration of the CDBG, hereby establishes the following procurement standards for subrecipients of CDBG funding that are units of local government.

---

### **Procurement Standards**

#### **General** (Replaces 2 *CFR* 200.318)

Subrecipients of the CDBG program must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The subrecipient alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the subrecipient of any contractual responsibilities under its contracts.

#### **Conflicts of interest in awarding contracts** (Replaces 2 *CFR* 200.318)

The subrecipient must maintain written standards of conduct covering and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the subrecipient

may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

If the subrecipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

IEDA may terminate contracts with any CDBG subrecipient that violates this policy and may require full repayment of funds issued to the subrecipient.

**Best Cost** (Replaces 2 CFR 200.318)

The subrecipient's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The subrecipient is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

**Responsible Contractors** (Replaces 2 CFR 200.318)

The subrecipient must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Awards must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

The subrecipient must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following:

1. rationale for the method of procurement
2. selection of contract type
3. contractor selection or rejection
4. the basis for the contract price.

**Competition** (Replaces 2 CFR 200.319)

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements. IEDA will consider requests for waivers of this provision. The subrecipient must make a sufficient showing that the number of contractors that provide the goods or services is insufficient that it is necessary to not exclude contractors that developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals.

Examples restrictions on competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a "brand name" product instead of allowing "an equivalent" product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

The subrecipient must conduct procurement in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal or State of Iowa law expressly mandates or encourages geographic preference. Nothing in this section preempts state licensing laws.

When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion, provided that an appropriate number of qualified firms remain, given the nature and size of the project, to compete for the contract.

The subrecipient must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or not reasonably feasible to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

#### **Types of Procurement** (Replaces 2 CFR 200.320-based on Iowa Code section 11.118)

1. **Small:** Estimated annual value does not exceed \$5,000 and does not exceed \$15,000 for multiyear contracts: For supplies and services only. The subrecipient does not need to solicit competitive quotations if the subrecipient considers the price to be reasonable. To the extent practicable, the subrecipient must distribute such procurement equitably among qualified suppliers.

2. **Simple:** Estimated annual value exceeds \$5,000 but less than \$50,000 per year and does not exceed \$150,000 for multiyear contracts: For non-engineering and architectural services and supplies only. The subrecipient may use an informal competitive selection process to engage a service provider. Informal selection means price or rate quotations must be obtained from an adequate number of qualified sources. The subrecipient may contact the prospective service providers in person, by telephone, fax, email or letter. The subrecipient should solicit at least three prospective service providers. The sub recipient must justify, to IEDA's satisfaction, contacting fewer than three service providers. The justification shall be included in the contract file.

3. **Professional:** Estimated annual value exceeds \$50,000 per year and exceeds \$150,000 for multiyear contracts: For supplies and services and ALL engineering and architectural services, a subrecipient shall use a formal *competitive selection* process to procure the goods or services.

4. **Sealed bids:** (formal advertising): The sealed bid method is the preferred method for procuring construction. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. A complete, adequate, and realistic specification or purchase description will be developed before bidding.

The following requirements apply:

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, and the invitation for bids must be publicly advertised (not required for nonprofit entities);
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. All bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. The subrecipient shall enter into a firm fixed price contract award with the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

Competitive Selection Process: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when a sealed bidding process is not appropriate. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The subrecipient must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Noncompetitive proposals: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source. This type of procurement is referred to as sole-source procurement;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate. This type of procurement is referred to as single-source procurement.

Responsible unit: IEDA project managers verified via monitoring and/or state auditor

**Targeted Small Businesses – Minority, Disabled, and Woman Owned Businesses** (Replaces 2 CFR 200.321)

The subrecipient must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, businesses owned by disabled persons, and labor surplus area firms are used when possible.

Affirmative steps must include:

- (1) Placing qualified small and minority businesses, small women's business enterprises, and small businesses owned by disabled persons on solicitation lists. Link to a directory of Targeted Small Businesses in Iowa: <https://iowaeda.microsoftcrmportals.com/tsb-search/>;

- (2) Ensuring that Targeted Small Businesses are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by Targeted Small Businesses;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by Targeted Small Businesses;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and the Iowa Economic Development Targeted Small Business Program <https://www.iowaeconomicdevelopment.com/tsb>; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**Recycled Content and Products** (Replaces 2 CFR 200.322)

When appropriate, specifications shall include requirements for the use of recovered materials and products.

The specifications shall not restrict the use of alternative materials, exclude recovered materials, or require performance standards that exclude products containing recovered materials unless the subrecipient seeking the product can document that the use of recovered materials will impede the intended use of the product.

**Cost Analysis and Contract Price** (Replaces 2 CFR 200.323)

The subrecipient must perform a cost or price analysis in connection with every procurement action in excess of the small, simple and professional acquisition thresholds, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the subrecipient must make independent estimates before receiving bids or proposals.

The subrecipient must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the subrecipient under 2 CFR 200.402 - 406.



The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

### **Review of Procurement Documents and Procurement System (Replaces 2 CFR 200.324)**

The subrecipient must make available upon request pre-procurement review; procurement documents, such as requests for proposals or invitations for bids; or independent cost estimates, when:

1. Requested by IEDA;
2. The procurement is expected to exceed the small, simple and professional acquisition thresholds and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
3. The procurement, which is expected to exceed the small, simple and professional acquisition thresholds, specifies a "brand name" product;

IEDA Certification: The subrecipient may request that IEDA certify that its procurement system meets these standards.

Self-certification: The subrecipient may self-certify its procurement system. Such self-certification shall not limit IEDA's right to review and survey the system. If a subrecipient self-certifies its procurement system, the IEDA may rely on written assurances from the subrecipient that it is complying with these standards. The subrecipient must cite specific policies, procedures, regulations, or standards as compliant with these requirements and make its system available for review.

### **Bonding (Replaces 2 CFR 200.325)**

For construction or facility improvement contracts or subcontracts for public improvement projects and multi-family residential buildings, the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to ensure that the contractor will pay as required by law all persons supplying labor and material in the execution of the work provided for in the contract.

The subrecipient may petition IEDA to accept its bonding policy, provided that IEDA has made a determination that the Federal interest is adequately protected.

Recipients are expected to comply with all state requirements regarding bonding requirements for public improvement projects: <https://www.legis.iowa.gov/docs/code/2019/573.pdf>  
Recipients should consult with their legal counsel to determine how state requirements may impact their CDBG project.

**Contract Provisions** (Replaces 2 CFR 200.326)

The subrecipient's contracts must contain the applicable provisions set out in Appendix II of the CDBG Management Guide

**ACKNOWLEDGEMENT AND ADOPTION**

*As a recipient of Community Development Block Grant (CDBG) funds, the City of Maxwell, Iowa adopts the State of Iowa's CDBG Procurement Policies and Procedures and agrees to apply all policies and procedures to CDBG funded projects within City of Maxwell, Iowa.*

*Adopted by the City of Maxwell, Iowa on the 7th day of February, 2024.*

*Chief Elected Official:*

*Dale Higgins, Mayor*

*Typed/printed name*

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*Signature*

## **CITY OF MAXWELL RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Maxwell in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to CDBG\*, UDAG and/or HOME-assisted projects.

\*CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

### **Minimize Displacement**

Consistent with the goals and objectives of activities assisted under the Act, the City of Maxwell will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" (as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.

## **Relocation Assistance to Displaced Persons**

The City of Maxwell will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and/or HOME Program(s), move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

## **One-for-One Replacement of Lower-Income Dwelling Units**

The City of Maxwell will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG and/or HOME Program(s) in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Maxwell to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Maxwell will make public by publication in a newspaper of general circulation and submit to HUD [the State, under the State CDBG and/or HOME Program(s)] the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size, number of bedrooms, and location on a map of the replacement lower-income housing that has been or will be provided. *NOTE: See also 24 CFR 42.375(d).*
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and,
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in Items 4 through 7 are not available at the time of the general submission, the City of Maxwell will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

**Replacement Not Required Based on Unit Availability**

Under 24 CFR 42.375(d), the City of Maxwell may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

**Contacts**

The City of Maxwell (515-387-8655) is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The City of Maxwell (515-387-8655) is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

**Conclusions**

It has been determined that the activities proposed in the City’s CDBG project will not result in the demolition or conversion of any low/moderate income dwelling units, occupied or occupiable, nor will the proposed project result in the displacement or relocation of any persons or households.

Should the scope of the proposed project be amended at a future date to include any kind of residential demolition, conversion, displacement, or relocation activities, this plan will be reviewed and amended.

Passed and adopted by the City Council of the City of Maxwell this 7<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Dale Higgins, Mayor  
City of Maxwell

\_\_\_\_\_  
Date

Attested by:

\_\_\_\_\_  
Deb Hayes, City Clerk

\_\_\_\_\_  
Date

# **CITY OF MAXWELL**

## **AFFIRMATIVE FAIR HOUSING POLICY**

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability, or familial status.

The Mayor of the City of Maxwell advises the public that it will administer its assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

The Mayor shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

The Mayor has designated the City Clerk as the contract to coordinate efforts to comply with this policy. Inquiries should be directed to:

Name: Deb Hayes  
Office: City of Maxwell City Hall  
Address: 107 Main Street  
City, State Zip: Maxwell, Iowa 50161  
Phone: (515) 387-8655  
Hours: Monday, Wednesday, Friday -9-5;  
Tuesday, Thursday - 12-5



This policy is hereby adopted by the City of Maxwell, as of February 7, 2024.

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Dale Higgins, Mayor

ATTEST

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Deb Hayes, City Clerk



**EQUAL HOUSING  
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair  
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person  
Because of Race, Color, Religion, Sex,  
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or  
residential lots

In the provision of real estate  
brokerage services

In advertising the sale or rental  
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

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Anyone who feels he or she has been  
discriminated against may file a complaint of  
housing discrimination: City of Maxwell (515-387-8655)  
1-800-669-9777 (Toll Free)  
1-800-927-9275 (TTY)  
[www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)

**U.S. Department of Housing and  
Urban Development  
Assistant Secretary for Fair Housing and  
Equal Opportunity  
Washington, D.C. 20410**

**RESOLUTION NO. 2024-06**

**RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2024-2025 BUDGET**

**WHEREAS**, the City Council of Maxwell, Iowa is preparing the annual budget for the Fiscal Year 2024-2025; and

**WHEREAS**, Iowa SF 634 requires a public hearing on the proposed maximum property tax dollars from certain levies where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax dollars before the budget is adopted and certified to the county auditor; and

**WHEREAS**, interested residents or taxpayers having comments for or against the maximum property tax dollar proposal from certain levies may appear and be heard at the public hearing at the city council meeting on April 1, 2024, at 6:00 PM at the Maxwell City Hall, at 107 Main Street, Maxwell, Iowa.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Maxwell, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to proposed maximum property tax dollars from certain levies not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing. A notice shall also be posted on the city website and social media accounts.

**BE IT FURTHER RESOLVED**, by the Maxwell City Council of the City of Maxwell, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

RESOLUTION 2024-06 PASSED AND APPROVED by the City Council this 7th day of FEBRUARY, 2024.

Motion to approve:

Second:

Roll Call Vote: Gast \_\_\_ Philpott \_\_\_ Westendorf \_\_\_ Miller \_\_\_ Jans \_\_\_

ATTEST:

\_\_\_\_\_  
Dale Higgins, Mayor

\_\_\_\_\_  
Deb Hayes, City Clerk



CITY OF MAXWELL, IOWA  
MAXWELL CITY COUNCIL REGULAR MEETING  
MONDAY, DECEMBER 2, 2024, 6:00 P.M. CITY HALL

1. The meeting was called to order by Mayor Dale Higgins at 6:00 P.M.
2. Roll call was answered by Steve Gast, Meggen Lawrence, Doug Miller, & Ken Jans. Visitors: Sue Philpott, Jody Gast, Joel Westendorf, Matt Cory, Jeff Galbraith, Perry Balke, Scott Johnson, Tanner Davis, Wes Farrand
3. A motion to move 5h, 7a, 7b, & 7c after Citizens Forum approve the agenda was made by Myers. Jans seconded. 5 ayes.
4. Citizens Forum
  - a. NA
5. Departmental Reports
  - a. Sheriff – Report on file. Deputy Schroeder was present.
  - b. Fire – Report on file. Chief Tony Ness was present. Santa will be coming on December 16<sup>th</sup>. Fire extinguishers are checked.
  - c. EMS – Report on file. Chief Scott Johnson was present. He is looking into an ordinance that will combine the Fire and Ems Departments
  - d. Library – Report on file. Chili/Soup Cookoff will be held on January 20, 2024. Holiday party will be held in conjunction with Santa coming to the Fire Station.
  - e. Public Works-Report on file. Water is shut off at the parks and bathrooms are closed. There was another issue with yard waste. Someone cut the lock and dumped logs and mulch. Tony will be looking at the cameras.
  - f. City Clerk- Report on file. Budget was discussed.
  - g. Engineer – Report on file. Wes Farrand was present. We are receiving the CDBG Grant for the Baldwin St Project. He will be working with Simmering & Cory on the schedule and paperwork.
  - h. Parks and Open Space Board – Report on file. Jody Gast was present.
6. Public Hearing
  - a. Second Reading of an Ordinance Amending the Code of Ordinances of the City of Maxwell, Iowa, Restricting Parking in Specific Areas. – Gast moved to open to the public. Miller seconded. 4 ayes. There was a discussion about parking on Rock Creek Dr. Dale read the comment from Pat & Gordon Smith, Shelly Balke, Mitzi DeGroot, Perry Balke, Jeff Galbraith, Tanner Davis, and Sue Philpott A petition was received from Rock Creek Dr. residents. Gast moved to close to the public. Lawrence seconded. 4 ayes. Gast moved to modify the ordinance by removing paragraph 13 which will allow parking on both sides of Rock Creek Dr. Miller seconded. 4 ayes.
  - b. Second Reading of an Ordinance Amending the Code of Ordinances of the City of Maxwell, Iowa, Allowing Solar Energy Systems– Gast moved to open to the public. Jans seconded. 4 ayes. No comments. Gast moved to close to the public. Jans seconded. 4 ayes. Gast move to approve the second reading of an ordinance allowing solar energy and waive the third reading. Jans seconded. 4 ayes.
7. Business
  - a. Discussion and Action on Repairs to City Parks Bathroom- Jody Gast gave an update on the renovations being done on the city park restrooms. MARC received a grant to replace the siding and soffits on the restroom. Jody would like

the council's permission to continue with the project. Gast moved to give permission to side and repair the soffits on the park restroom. Lawrence seconded. 4 ayes.

- b. Discussion and Action on Replacement of Swings at City Park Playground – Jody Gast talked about the playground equipment replacement project. They would like to remove one of the slides as it is bent and looks to be unsafe. moved to give Tony Ness a \$1 raise for the Grade 2 Wastewater License. Lawrence seconded. 4 ayes.
- c. Discussion and Action on Tree City USA Application. – Gast moved to authorize the mayor to sign the Tree City USA Application and to set up accounting to establish trees in the park. Lawrence seconded. 4 ayes.
- d. Discussion and Action on Sewer Cleaning Results. – After the sewer line cleaning, the company gave Tony an estimate on putting a connection that would seal the junction between the main line and the private line. The cost to do the lines on the southwest side of the city would be \$44,000. There were questions about who would pay as this would be considered part of the homeowner's line. Gast moved to consider the possibility of this project as part of capital improvements for fiscal year 2025. Lawrence seconded. 4 ayes.
- e. Discussion and Action on Trail Location Priorities- There was a meeting with Spencer Wignall from Snyder & Associates, County Board of Supervisors, Story County Conservation, and the city to talk about the Heart of Iowa Trail project. The project would change the bike trail from going down Army Post Rd across Broad St. to the trail at the Legion Park to across the old railroad bed, across HWY 210, follow the railroad right of way to the current trail. Gast moved to approve the primary trail to follow the railroad right of way and secondary down Army Post Rd and Broad St. Miller seconded 4 ayes
- f. Discussion and Action on GIS Display- Matt Cory was present to discuss the GIS system that the county uses. Costs would be \$1200 for hosting, \$410 for equipment and a monthly expense of \$50. Gast moved forward on getting license and equipment and set money aside for expenses and to look at budget line items for equipment & license. Lawrence seconded. 4 ayes.
- g. Discussion and Action on Appointment of City Council Member– Gast moved to have a meeting on December 20, 2024, and to publish the appointment of a council member to replace Lauryn Myers. Jans seconded. 4 ayes.

6. Council and Mayor Reports –

- a. Steve Gast- Steve discussed the schedule for creating the budget.
- b. Doug Miller – 1) Doug asked about the status of the mowing bids.
- c. Ken Jans – Ken asked about status of selling the EMS Ambulance. Would like to see bids received by the January meeting.
- d. Dale Higgins – 1) Dale talked about the Community Vision Grant.

9. Consent Agenda

- a. Gast moved to approve the consent agenda. Jans seconded. 4 ayes.
- b. Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	194.83
AFLAC	AFLAC CANCER	216.63
ALLIANT ENERGY	MONTHLY UTILITY BILL	7,222.00

AMAZON CAPITAL SERVICES	#1TMF-L7V1-D1GV-DVDS & LED SIG	138.45
CENTRAL IOWA SHORTLINE LLC	CARLISLE TURF MATER/BIAS TUBE	375.94
CENTRAL IOWA SHORTLINE LLC	#28640,28767,28785-HOSE,PUMP	194.34
CHEM-SULT, INC	SODIUMHYPOCHLORITE	612.2
CITY OF AMES	RESOURCE RECOVERY	4,510.00
CONSUMERS ENERGY	RCH ELECTRIC	44.18
GATEHOUSE DB IA HOLDINGS, INC	PUBLISHED MINUTES	64.8
IOWA DEP OF REVENUE	SALES TAX	102.74
IOWA DEP OF REVENUE	WET NOV 2023	619.94
IOWA ONE CALL	LOCATES	29.2
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	305.1
IPERS	IPERS	3,302.81
MAXWELL STATE BANK	FED/FICA TAXES	5,085.63
MENARDS/ANKENY	DRIVE BIT,SS SCREW,FLEX BENDKI	116.89
MICROBAC LABORATORIES	TESTING	770.5
NEW CENTURY FS	DIESEL & GAS	1,178.51
PETTY CASH	UTILITY POSTAGE	100
MAXWELL POST OFFICE	UTILITY BILL POSTAGE	300
SAFE BUILDING LLC	BUILDING PERMIT	249.55
SCOTT JOHNSON	SAWSALL, TOWERLIGHT,BATTERIES	846.64
U.S. BANK	LOCKERTAGS, HELMET SHIELDS	1,270.04
US CELLULAR	MONTHLY CELL PHONE	224.09
USABlueBook	TESTING SUPPLIES, GLOVES,COFFE	836.04
WINDSTREAM	091143516-TELEPHONE & INTERNET	601.75
Accounts Payable Total		29,512.80
Total Paid On: 11/15/23		5,279.85
Total Paid On: 11/29/23		5,292.44
Total Payroll Paid		10,572.29
***** REPORT TOTAL *****		40,085.09
GENERAL		22,202.26
ROAD USE TAX		730.6
WATER		8,049.67
SEWER		9,102.56
TOTAL FUNDS		40,085.09

10. Adjourn. A motion to adjourn the meeting at 8:38 P.M. was moved by Lawrence. Seconded by Jans. 4 ayes

THE NEXT REGULAR MEETING WILL BE JANUARY 8, 2023 AT 6:00 P.M.

ATTEST: \_\_\_\_\_, Clerk      \_\_\_\_\_, Mayor  
                    Deb Hayes                                      Dale Higgins



CITY OF MAXWELL, IOWA  
MAXWELL CITY COUNCIL REGULAR MEETING  
MONDAY, JANUARY 8, 2024, 6:00 P.M. CITY HALL

1. The meeting was called to order by Mayor Dale Higgins at 6:00 P.M.
2. Roll call was answered by Steve Gast, Sue Philpott, Joel Westendorf & Doug Miller. Ken Jans absent. Visitors: Levi Bappe, Connie Patrick
3. A motion to move 7b after Citizens Forum was made by Gast. Philpott seconded. 4 ayes.
4. Citizens Forum
  - a. NA
5. Departmental Reports
  - a. Sheriff – Report on file. Deputy Schroeder was present at 7:00. Discussion on speeders in town and other areas.
  - b. Fire – Report on file.
  - c. EMS – Report on file.
  - d. Library – Report on file. Anna Baldwin was present to introduce herself to the new council members and to answer any questions about the library that they may have. Chili/Soup Cookoff will be held on January 20, 2024.
  - e. Public Works-Report on file.
  - f. City Clerk- Report on file. Budget was discussed.
  - g. Engineer – Report on file.
  - h. Parks and Open Space Board – Report on file.
6. Public Hearing
  - a. Discussion and Action on Resolution 2024-03 Approving Proposed Amendment #1 to the Fiscal Year 2023-2024 Budget. –
7. Business
  - b. Discussion and Action on Huxley Communications Coop and Next Steps to Put Fiber to the Homes of the Residents in Maxwell - Levi Bappe and Connie Patrick were present to discuss steps for bringing Huxley Communications to Maxwell. There are 160-167 people signed up to receive a line to their house. Everything is buried so no worries about overhead lines. Gast moved to encourage Huxley Communications to come to Maxwell with their service and to allow them to bury their line in the right of way if they communicate with Tony.
  - c. Discussion and Action on GIS Mapping and Costs – Tony received bids from SilverSmith and Seiler for GIS mapping. Steve had some reservations about using SilverSmith as it is proprietary software compared to the software used by Seiler. Gast moved to defer to next meeting until more information can be gotten on both systems. Philpott seconded. 4 ayes. Tony and Scott will be asked to participate in the January 16<sup>th</sup> meeting.
  - d. Discussion and Action on Betterment Award. – Gast moved to post notice for Betterment Award nominees. Westendorf seconded. 4 ayes.
  - e. Action on 2024 Membership Appointments to the Story County Emergency Management Commission – Gast moved to appoint Dale Higgins as primary member, Joel Westendorf and Ken Jans as alternate members. Miller seconded. 4 ayes
  - f. Action on Resolution to Appoint Members and Alternate Members to the Polk County Emergency Management Commission- Gast moved to appoint Dale

Higgins as primary member, Joel Westendorf and Ken Jans as alternate members. Miller seconded. 4 ayes

g. Discussion and Action on Addition to Fire Station for Storage.- Dale will investigate finding a builder to give estimate for adding a room onto the fire station for storage.

h. Discussion and Action on Budget Planning for Fiscal Year 2024/2025-- Fire Board met and budgets for Fire and EMS Departments were discussed. .

6. Council and Mayor Reports --

- a. Sue Philpott – Sue asked about previous nuisances and where we are on them. Dale will check into it. Sue talked about complaint about storm drains.
- b. Joel Westendorf – Joel talked about stipends for the Fire & Ems chiefs as well as their officers. He talked about getting a list of apparatus in the fire department to start replacing. He was told about their trust’s funds and for what the money could be used.
- c. Doug Miller – 1) Doug talked about researching other attorneys. 2)He asked about the potential developers and if we need to set some budget money aside for them. Dal has been talking to Greg Piklapp. Greg suggested waiting on annexing land until we decide on TIF districts. 3) Doug asked questions about the ticketed cars. .
- d. Dale Higgins – 1) Dale is working through traffic citations. 2) Dale discussed the Community Visioning Committees.

9. Consent Agenda

a. Gast moved to approve the December 20 2023 minutes and current bills. Westendorf seconded. 3 ayes. Philpott abstains.

b. Bills presented were as follows:

VENDOR	REFERENCE	AMOUNT
AFLAC	AFLAC CANCER	\$ 144.42
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$ 7,499.05
AMAZON CAPITAL SERVICES	#1F67-7JCJ-GYWQ-BUFFET CABINET	\$ 257.89
AT&T MOBILITY	CELL PHONES, HOTSPOT	\$ 470.95
BADGER METER	CELLULAR READS FOR WATERMETERS	\$ 396.15
BRANDON BREER	CALLS, TRAININGS, MEETINGS	\$ 80.00
CARL MARSHALL	CALLS, MEETINGS, TRAININGS	\$ 200.00
CENTRAL IOWA SHORTLINE LLC	WELDING RODS, BRAKELIND, FLUID	\$ 310.10
CENTRAL IOWA SHORTLINE LLC	#29046, 29051, 29114, 29115	\$ 24.58
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	\$ 964.40
CHEM-SULT, INC	sodiumhypochlorite	\$ 545.60
CHRIS PITTS	CALLS, MEETINGS, TRAININGS	\$ 160.00
CONSUMERS ENERGY	RCH ELECTRIC	\$ 16.33
DALE HIGGINS	FINANCIAL ASSISTANCE WORKSHOP	\$ 28.52
DEBRA HAYES	TV WALL MOUNT FOR FIRE STATION	\$ 52.42
DEREK ROTHE	CALLS, TRAININGS, MEETINGS	\$ 285.00
DYLAN MCCARL	CALLS, MEETINGS, TRAININGS	\$ 70.00
GANNETT IOWA LOCALIQ	AFR & PUBLIC HEARING	\$ 462.00
GENERAL FIRE AND SAFETY	FIRE EXTINGUISHER TESTING	\$ 889.00
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$ 290.78

IPERS	IPERS	\$ 2,267.87
IPERS	interest	\$ 20.00
JAKE THOMPSON		\$ 27,750.00
JAMIE NESS	CALLS, TRAINING, MEETING	\$ 540.00
JARED HUDSON	CALLS, TRAININGS, MEETINGS	\$ 120.00
JERRY HOLS	CALLS, TRAININGS, MEETINGS	\$ 1,100.00
JIM HUDSON	CALLS, MEETINGS, TRAININGS	\$ 320.00
JOEL WESTENDORF	CALLS, MEETINGS, TRAININGS	\$ 200.00
KENIK PIERCE	CALLS, TRAININGS, MEETINGS	\$ 385.00
LAWSON MASSEY	CALLS, TRAININGS, MEETINGS	\$ 125.00
LUKE NESS	CALLS, MEETINGS, TRAININGS	\$ 220.00
MAXWELL STATE BANK	FED/FICA TAXES	\$ 4,889.31
MICROBAC LABORATORIES	SEWER TESTING	\$ 427.00
NEW CENTURY FS	DIESEL & GAS	\$ 648.65
MAXWELL POST OFFICE	4 ROLLS OF STAMPS	\$ 264.00
PRATT SANITATION INC	MONTHLY GARBAGE	\$ 5,351.46
RILEY PITTS	CALLS, MEETINGS, TRAININGS	\$ 90.00
RON HAYES	CALLS, TRAININGS, MEETINGS	\$ 85.00
ROSS FRANK	CALLS, TRAININGS, MEETINGS	\$ 75.00
RYAN LEWIS	CALLS, TRAININGS, MEETINGS	\$ 3,050.00
SAFE BUILDING LLC	SOLAR, FENCE, ELECTRICAL PERMITS	\$ 449.53
SANDRY FIRE SUPPLY, LLC	AIR BOTTLES	\$ 4,180.00
SCOTT JOHNSON	CALLS, TTRAINING, MEETINGS	\$ 1,145.00
SHELBY PATTERSON	CALLS, MEETINGS, TRAININGS	\$ 200.00
SHELLY RICHARDSON	CALLS, TRAININGS, MEETINGS	\$ 420.00
SNYDER & ASSOCIATES	#123.1001.01-3 WOODLAWN ST	\$ 23,772.00
STORY COUNTY AUDITOR	2023 CITY/SCHOOL ELECTION	\$ 660.00
STORY COUNTY EMS ASSOC	2023 STORY COUNTY EMS ASSOC	\$ 25.00
SUSIE LIVESAY	CALLS, TRAINING, MEETINGS	\$ 182.00
TOM HUDSON	CALLS, TRAININGS, MEETINGS	\$ 420.00
TONY NESS	CALLS, MEETINGS, TRAININGS	\$ 935.00
TREASURER-STATE OF IOWA	STATE TAXES	\$ 2,167.54
U.S. BANK	NAME PLATES	\$ 674.99
WINDSTREAM	#091143516-TELEPHONE & INTERNE	\$ 497.27
WYATT LEWIS	CALLS, MEETINGS, TRAININGS	\$ 1,140.00
ZOLL MEDICAL CORPORATION	PREVENTATIVE MAINTENANCE	\$ 740.00
Accounts Payable Total		\$ 98,683.81
Total Paid On: 12/13/23		\$ 11,246.45
Total Paid On: 12/27/23		\$ 5,391.65
Total Payroll Paid		\$ 16,638.10
***** REPORT TOTAL *****		\$ 115,321.91
Expenses		
GENERAL		\$ 47,216.23

ROAD USE TAX	\$ 23,970.13
REMOVAL OF TREES	\$ 27,750.00
WATER	\$ 7,406.52
SEWER	\$ 8,979.03
TOTAL FUNDS	\$ 115,321.91

Revenues	December	
001 General		\$ 32,883.33
110 Road Use Tax		\$ 10,346.08
112 Employee Benefits		\$ 699.77
119 Emergency Funds		\$ 253.52
121 Local Option		\$ 12,840.32
200 Debt Service		\$ 2,995.82
600 Water		\$ 14,473.11
610 Sewer		\$ 26,500.65
TOTAL FUNDS		\$ 100,992.60

10. Adjourn. A motion to adjourn the meeting at 8:21 P.M. was moved by Philpott. Seconded by Westendorf. 4 ayes

THE NEXT REGULAR MEETING WILL BE FEBRUARY 7, 2023 AT 6:00 P.M.

ATTEST: \_\_\_\_\_, Clerk      \_\_\_\_\_, Mayor  
                    Deb Hayes                                      Dale Higgins







**CLAIMS REPORT**  
Vendor Checks: 1/01/2024- 1/31/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ACCESS	MONTHLY PRINTER RENT		194.83	30790	1/10/24
ALLIANT ENERGY	MONTHLY UTILITY BILL		8,551.83	30814	1/24/24
AMAZON CAPITAL SERVICES	#1VG1-CP44-TGNQ-CALENDAR,DVD		292.95	30815	1/24/24
BADGER METER	WATER METER CELLULAR READS		396.15	30791	1/10/24
CENTRAL IOWA SHORTLINE LLC	#29177-HYDROLIC HOSE	126.76		30792	1/10/24
CENTRAL IOWA SHORTLINE LLC	#29406-JD SHAFT COUPLING	310.93	437.69	30816	1/24/24
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE		1,008.80	30817	1/24/24
CONSUMERS ENERGY	RCH ELECTRIC		41.00	30818	1/24/24
GANNETT IOWA LOCALIQ	#835139-PUBLIC HEARING,MINUTES		846.63	30819	1/24/24
INDEPENDANT PUBLIC ADVISORS	QUARTERLY RETAINER 01/24-3/24		2,000.00	30820	1/24/24
IOWA DEP OF REVENUE	WATER EXCISE TAX	609.67		91971248	1/09/24
IOWA DEP OF REVENUE	WATER EXCISE TAX	677.11		91971249	1/09/24
IOWA DEP OF REVENUE	SALES & USE TAX	110.55		91971250	1/09/24
IOWA DEP OF REVENUE	SALES & USE TAX	119.59	1,516.92	91971251	1/09/24
IOWA LEAGUE OF CITIES	MLA WORKSHOPS		220.00	30821	1/24/24
IPERS	IPERS		72.94	91971252	1/09/24
JOEL WESTENDORF	MLA EVENT-JOEL WESTENDORF		140.00	30793	1/10/24
LOGSDON'S GROCERY	T-TISSUE & TOWELS		67.81	30794	1/10/24
MATTHEWS WHITE PLUMBING	#11672935 - 521 BALDWIN ST		2,840.09	30822	1/24/24
MAXWELL STATE BANK	safety deposit box 67	45.00		91971253	1/12/24
MAXWELL STATE BANK	SAFETY DEPOSIT BOX 71	45.00	90.00	91971254	1/12/24
MENARDS/ANKENY	BRIDGE REPAIR ITEMS		271.86	30795	1/10/24
MICROBAC LABORATORIES	TESTING		402.00	30796	1/10/24
NEW CENTURY FS	DIESEL & GAS		595.84	30823	1/24/24
OMNISITE	ANNUAL PLAN & WIRELESS SERVICE		455.00	30797	1/10/24
POMP'S TIRE SERVICE, INC	TIRES FOR DUMP TRUCK		500.00	30798	1/10/24
PRATT SANITATION INC	MONTHLY GARBAGE		5,201.92	30799	1/10/24
SAFE BUILDING LLC	BUILDING PERMIT		58.62	30800	1/10/24
SNYDER & ASSOCIATES	#119.0265.01A-6 BALDWIN ST		9,925.00	30824	1/24/24
STORY COUNTY TREASURER	LAW ENFORCEMENT		14,345.30	30801	1/10/24
SWANK MOVIE LICENSING USA	COPYRIGHT COMPLIANCE SITE LICN		191.00	30825	1/24/24
U.S. BANK	AMERICAN HEART-CPR		1,064.78	30826	1/24/24
US CELLULAR	MONTHLY CELL PHONE		11.17	30802	1/10/24
WINDSTREAM	TELEPHONE & INTERNET		222.91	30827	1/24/24

Accounts Payable Total 51,963.04

Payroll Checks

001 GENERAL	2,999.03
110 ROAD USE TAX	491.44
600 WATER	1,384.40
610 SEWER	1,384.39

Total Paid On: 1/10/24 6,259.26

001 GENERAL	230.68
110 ROAD USE TAX	90.51

Total Paid On: 1/11/24 321.19

001 GENERAL	1,886.68
110 ROAD USE TAX	1,266.77

**CLAIMS REPORT**  
Vendor Checks: 1/01/2024- 1/31/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	600 WATER		1,402.21		
	610 SEWER		1,402.19		
	Total Paid On: 1/24/24		5,957.85		
	Total Payroll Paid		12,538.30		
	Report Total		64,501.34		

Expenses	Jan 01, 2024- Jan31, 2024	
GENERAL		\$ 33,831.75
ROAD USE TAX		\$ 2,701.10
CAPITAL PRJCT FUND - STRT		\$ 9,925.00
WATER		\$ 9,221.99
SEWER		\$ 8,821.50
TOTAL FUNDS		\$ 64,501.34

Revenues	January	
001 General		\$ 26,819.72
016 Washington Township		\$ 38,390.04
110 Road Use Tax		\$ 10,055.97
112 Employee Benefits		\$ 30.63
119 Emergency Funds		\$ 11.10
121 Local Option		\$ 11,526.04
200 Debt Service		\$ 131.10
600 Water		\$ 12,833.69
610 Sewer		\$ 25,905.35
TOTAL FUNDS		\$ 125,703.64